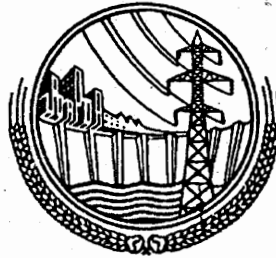


ZAIN-UL-HASSAN (AUDIT ASSISTANT)

**PAKISTAN
WATER AND POWER DEVELOPMENT AUTHORITY**

www.allpdfstuff.blogspot.com



www.allpdfstuff.blogspot.com

www.allpdfstuff.blogspot.com

Book Of Financial Powers for WAPDA

Approved by the Authority, January 2003

www.allpdfstuff.blogspot.com

Finance Division (Regulation)

TABLE OF CONTENTS

1.	PREFACE		3-4
2.	Section-I	Powers of the Authority	5-14
3.	Section-II	Powers of Members of the Authority	15-17
4.	Section-III	Powers of According administrative approval and technical sanction to works and Tools and Plants.	18-26
5.	Section-IV	Powers of Fixation of reserve stock limit	27-28
6.	Section-V	Powers for acceptance of tenders for works, common use materials, award of contracts/ work orders against limited enquiry and issuance of variation/change orders.	29-37
7.	Section-VI	Powers of acceptance of tenders/quotations for local purchase of materials and powers for local purchase of such material without inviting tenders/quotations.	38-42
8.	Section-VII	Powers for engaging Consulting Engineers and Administration of Consulting Services.	43-46
9.	Section-VIII	Powers for re-appropriations of funds within the approved budget allocation of a Scheme or project.	47-48
10.	Section-IX	Powers for creation and abolition of posts.	49-51
11.	Section-X	Powers for contingent of Expenditure	52-62
12.	Section-XI	Powers for Disposal of Wapda Property	63-67
13.	Section-XII	Power for payment under court orders, dues and waiver of internal audit objections and write-off of in irrecoverable amount etc.	68-69
14.	Section-XIII	Powers for write-off of losses.	70-74
15.	Section-XIV	Powers for advance to employees.	75-76
16.	Section-XV	Powers for Wapda Hospital/Dispensaries	77-80
17.	Section-XVI	Miscellaneous powers.	81-89

18.	Section-XVII	Powers for various matters contained in this book and powers not contained in this book but specifically delegated by general or special order of the Authority.	90-91
19.	Section-XVII	Definitions.	92-101

www.allpdfstuff.blogspot.com

PREFACE

1. A General revision of financial powers as delegated to various officers in the booklet entitled Book of financial Powers 1977 had been made in 1995. Since then, several changes have occurred in the administrative set up of the Authority after existence of independent corporatised entities. Cost of materials in the market during the last Seven years has also registered appreciable increase. These factors, coupled with others, had necessitated a review of the said booklet. In order to bring the financials powers in line with the latest requirements of the technological and functional responsibilities of officers of Wapda and with a view to achieving the optimum operational efficiency in Wapda this new book of financial powers has now been approved by the Authority.
2. Powers not specifically mentioned which were delegated by Government to various officers in respect of projects or activities transferred by Government to the Authority shall continue to be exercised by the corresponding officers of the Authority in respect of those projects and activities.
3. The exercise of powers covered by the present delegation will subject to such detailed rules or procedures as may have already been approved by Authority or have been issued with the consent of Authority or as the Authority may at any time approve.
4. The decision about the delegation of financial powers as now taken are contained in Section-I to XVIII. In addition to the specific conditions governing the delegation as have been provided for in the foot-notes under the relevant clauses, the delegation will subject to the following general conditions: -
 - i. that the power are not exercised except to promote a program, project or activity approved by a competent authority;
 - ii. that funds exists or are provided in the sanctioned budget of the Authority either on lump sum basis or specifically for the project or activity in connection with which the power is exercised;
 - iii. that foreign exchange if involved has been either already made available or its provision exists in the foreign exchange budget of the Authority sanctioned by the Government (Release of cash foreign exchange will be made by the Authority as soon as the allocation to the Authority has been approved and made available by the Government);
 - iv. that an individual item is not split up into parts merely to enable a part of the whole item to qualify for a particular sanction;
 - v. that powers delegated to and exercisable by an officer shall also be exercisable by his higher Authority;
 - vi. that officers working as staff officers and not holding independent charge of an office shall not exercise powers delegated to officers of their rank in this book unless they are specially authorized to do so by their respective Heads of Division in which case consent of the Authority to their exercising such powers in their respective sphere of duties shall be presumed to have been given;
 - vii. that the officers working as project Directors shall, unless otherwise decided by the Authority by general or special order, exercise powers in their respective sphere of duties as delegated to officers of their rank in this book. Project directors already delegated more powers than contained in

this book under any existing general or special order of the Authority, shall continue to exercise those powers unless they are withdrawn or modified by the Authority;

- viii. that all powers to various officers in this book shall also be exercisable by the respective Members and the Chairman.
- 5. This book shall be maintained and kept up to date in respect of all amendment/modifications made therein by the Authority from time to time. For this purpose Heads of Division/Offices shall nominate one of their subordinate to perform this duty carefully so that correct application and exercise of powers contained in this book can be ensured.

www.allpdfstuff.blogspot.com

SECTION- I

POWERS OF THE AUTHORITY

(As amended)

www.allpdfstuff.blogspot.com

SECTION- I

POWERS OF THE AUTHORITY

(As amended)

CONSTITUTION OF THE AUTHORITY

3. (1) There shall be established an Authority to be known as the Pakistan Water and Power Development Authority for carrying out the purposes of this Act.
- (2) The Authority shall be a body corporate, shall be entitled to acquire, hold and dispose of property, shall have perpetual succession and a common seal and shall by the said name sue and be sued.
8. **General Powers and Duties of the Authority and framing of schemes**
- (1) The Authority shall prepare for the approval of the Government a comprehensive plan for the development and utilization of the water and power resources of Pakistan on a unified and multi-purpose basis.
- (2) The Authority may frame a scheme or schemes for the Province or any part there of providing for all or any of the following matters, namely: -
- (i) Irrigation water-supply and drainage and recreational use of water resources;
 - (ii) The generation, transmission and distribution of power and the construction, maintenance and operation of power houses and grids;
 - (iii) Flood control;
 - (iv) The prevention of water logging and reclamation of waterlogged and saline lands;
 - (v) Inland navigation;
 - (vi) The prevention of any ill-effects on public health resulting from the operations of the Authority; and
 - (vii) Privatize or otherwise restructure any operation of the Authority except the, Hydel generating power stations and the National Transmission Grid.
- (3) Every scheme prepared by the Authority under sub-section (2) shall be submitted for approval to the Government with the following information:
- i. A description of the scheme and the manner of its execution;

- ii. An estimate of costs and benefits; the allocation of costs to the various purposes to be served by the scheme and the amounts to be repaid by the beneficiaries; and
 - iii. A statement of the proposals by the Authority for the resettlement or re-housing of person likely to be displaced by the execution of the scheme.
- (4) The Government may sanction or refuse to sanction or may return for reconsideration any scheme submitted to it under this section or may call for such further detail or information about the scheme or may direct such further examination of the scheme as it may consider necessary.
- (5) Where a scheme is sanctioned by the Government under sub-section (4), the Authority may: -
- (a) Undertake any joint venture or work in association with the Provincial Government, an agency, corporation, company, authority or any person and may subscribe to the equities and acquire such other rights and obligations as may be necessary for such joint venture or association;
 - (b) Promote, form or sponsor any company or companies having objects of installation of Thermal and Hydel projects and development and utilization of any resources of energy for generation, transmission and distribution of power and for survey, investigation, exploitation and utilization of resources of energy for generation, transmission and distribution of power;
 - (c) Subscribe for, take or otherwise acquire, hold and dispose of shares, bonds debentures, commercial papers or other securities of any company promoted; formed or sponsored under clause (b) and receive dividends or other payments there from and transfer to it any of its land or any other property, moveable or immoveable, tangible or intangible, against cash shares, bonds, debentures, commercial papers or other securities as is desirable or necessary to enable it to privatize or otherwise restructure any operation of the Authority;
 - (d) Enter into any of the following arrangements, which may be consistent with its objects, namely: -
 - (i) Provision of services and personnel;
 - (ii) Provision of goods, appliances, plants, machinery and other material; and
 - (iii) Purchasing of electrical capacity and energy from any company specified in clause (b); and
 - (e) Enter into any contract or agreement with any company or company specified in clause (b).
 - (f) Notwithstanding any terms of any contract entered into by the Authority for the supply of Electricity to any person, transfer such contract to any company or other entity promoted, formed or sponsored pursuant to a scheme framed under clause (vii) of sub section (2).

www.allpdfstuff.blogspot.com

Explanation: - For the purpose of this section, the expression "privatize" means the transfer or disinvestments of any of, its assets, property, rights or liabilities, interest, power houses, grid operation of work or maintenance thereof, or generation or its distribution, by the Authority, with the prior approval of the Federal Government, for valuable consideration to any person, company or body on ownership basis or for management, control, operation or maintenance, either in joint venture or in association or otherwise and subject to such conditions as the Authority may impose.

Schemes framed by other agencies

9. (1) Any scheme framed by an agency in Pakistan other than the Authority in respect of any the matters enumerated in sub-section (2) of Section 8, if its estimated cost exceeds the amount to be prescribed by the Government shall be submitted to the Government through the Authority and the Government may pass any of the orders contemplated by sub-section (4) of Section 8.
- (2) The Authority may with the approval of the Government undertake the execution of any scheme or exercise technical supervision and administrative and financial control over the execution of any scheme framed or sponsored by any agency in respect of the matters enumerated in sub-section (2) of Section 8.
- 9-A Notwithstanding anything contained in this Act, the Authority may, with the previous approval of the Government, undertake the execution of any scheme framed or sponsored by a Provincial Government or any agency under the control of a Provincial Government, or exercise technical supervision and administrative and financial control over the execution thereof on such terms and conditions as may be agreed to by the Authority on the one hand and the Provincial Government or such agency in consultation with the Provincial Government on the other as the case may be.

Survey and Experiments

10. The Authority if it considered this necessary or expedient for carrying out the purposes of this Act, may: -
- (a) Cause studies surveys experiments or technical research to be made; or
- (b) Contribute towards the cost of any such studies surveys experiments or technical research made by any other agency.

Control over Waters, Power Houses and Grids

11. (1) Subject to the provision of any other law for the time being in force, the Authority
- (i) Shall have control over the: -
- (a) Underground water resources of any region in Pakistan.

- (b) Operation of its power houses and grids including such ancillary may be considered necessary for their proper operations;
- (ii) may make recommendations to the Government for prescribing for the: -
 - (a) Operation and maintenance of all irrigation works;
 - (b) Maintenance of power houses and grids.
- (iii) may make recommendations to the Government for promoting simplification of methods of charge for supplies of electricity and standardization of system of supply;
- (2) Before the Authority exercises any control under clause (1) of sub-section (1), area over which and the extent to which control is intended to be exercised be agreed to and notified by the Government in the official Gazette.

Authority to have Powers and Obligations of Licensee under Act IX of 1910

12. The Authority shall for the purposes of the Electricity Act, 1910 be deemed to licensee and shall have all the powers and discharge all the obligations of licensee under the said Act:

Provided that nothing in Sections 3 to 11 Sub-Sections (2) and (3) of Section 21 Sections 22, 23 and 27 or in clauses I to XII of the Schedule to the said Act relating to the duties and obligations of a licensee shall apply to the Authority.

Powers Regarding Certain Matters

13. (1) The Authority may take such measures and exercise such powers as it necessary or expedient for the carrying out of the purposes of this Act.
- (2) Without prejudice to the generality of the power conferred by the preceding sections and the provisions of sub-section (1) of this section the Authority offer carrying out the purposes of this Act.
- (a) Undertake any works, incur any expenditure, procure plant machinery materials required for its use and enter into and perform all such contracts as it may consider necessary or expedient;
 - (b) Acquire by purchase, lease, exchange or otherwise and dispose of by lease, exchange or otherwise any land or any interest in land;
 - (c) Place wires, poles, wall brackets, stays, apparatus and appliances for transmission of electricity or for the transmission of telegraphic telephonic communications necessary for the proper execution of a scheme;
 - (d) Direct the owners of private lands to: -

- (i) Carry out measures for training of streams;
- (ii) Undertake anti-erosion operations including conservation of forests and Reforestation;
- (e) Restrict or prohibit by general or special order the clearing and breaking up of land in the catchments area of any river;
- (f) Direct that any work which has been required to be done by any person under the two preceding clauses and which remains undone, shall, after due notice to such person and consideration of any objection raised by him, be executed by the Authority and specify the proportion in which the risk and expense of such work shall be borne by such person or by any other person who, after being given a reasonable notice and after such inquiry as the Authority considers necessary, is held by the Authority to be responsible for the execution of such work in whole or in part, and
- (g) Seek and obtain advice and assistance in the preparation of execution of a scheme from any local body or agency of the Government and such local body or agency shall give the advice and assistance sought by the Authority to the best of its ability, knowledge and judgment:

Provided that the Authority shall pay the cost of such advice and assistance if the giving of such advice and assistance entails additional expenditure to the local body or the agency.

- (3) The acquisition of any land or any interest in land for the Authority under this section or for any scheme under this Act, shall be deemed to be an acquisition for a public purpose within the meaning of the Land Acquisition Act, 1894 and the provisions of the said Act shall apply to all such proceedings.

Right of Entry

- 14. (1) The Chairman or any person authorized by him in writing may enter upon and survey any land, erect pillars for the determination of intended lines of works, make boring and excavations and do all other acts which may be necessary for the preparation of any scheme.
- (2) Provided that when the affected land does not vest in the Authority, the power conferred by this sub-section shall be exercised in such manner as to cause the least interference with and the least damage to the rights of the owner thereof.
- (3) When any person enters into or upon any land in pursuance of sub-section (1), he shall at the time of entering or as soon thereafter as may be practicable, pay or tender payment for all necessary damage to be done as aforesaid and in case of dispute as to the sufficiency of the amount so paid or tendered, the dispute shall be referred to the Deputy Commissioner of the district whose decision shall be final.

Sanction of The Government

15.

A scheme framed and sanctioned under this Act may be amended or modified by the Authority at any time, but if a material change is made in the scheme, previous sanction of the Government shall be obtained.

Explanation -An increase in the cost of the scheme by more than fifteen percentage of the sanctioned cost, or a change in the benefit and cost ratio which either makes the cost component in the ratio-exceed the benefits or reduces the benefits components by more than fifteen percent shall be deemed to be a material change for the purpose of this section.

Arrangement with Local Body or other Agency

16. (1) As soon as any scheme has been carried out by the Authority, the Authority may arrange by a written agreement with a local body or other agency within whose jurisdiction any particular area covered by the scheme lies, to take over and maintain any of the works and services in that area. If the Authority fails to obtain the assent of such a local body or other agency, it may refer the matter to the Government and the Government may give such direction to the local body or other agency as it may deem fit.
- (2) The Government shall have the power to direct the Authority to hand over any scheme other than a power scheme or the power part of a multi-purpose scheme carried out by it to any agency of the Government or a local body. In such a case the Authority shall be entitled to receive credit to the extent of the audited expenditure incurred by it on that scheme.

Employment of Officers and Servants

17. (1) The Authority may from time to time employ such officers and servants, or appoint such experts or consultants as it may consider necessary for the performance of its functions, on such terms and conditions as it may deem fit:

Provided that all persons serving in connection with the affairs of the Province in the Electricity and Irrigation Departments shall be liable to serve under the Authority, if required to do so by the Government, on such terms and conditions as the Government may in consultation with the Authority determine, but shall not be entitled to any deputation allowance:

Provided further that the Government may, in relation to any such person as aforesaid, delegate such administrative disciplinary and financial powers to the Authority as the Government may deem fit:

Provided also, that the terms and conditions of service of any such person as aforesaid shall not be varied by the Authority to his disadvantage.

- ** (IA)** Notwithstanding anything contained in sub-section (I) or any law, settlement or award for the time being in force, or any rules or regulations made under this act or any rules, regulations, orders or instructions issued by the Authority, or in the terms and

conditions of service of any person employed by or serving under the Authority may, at any time;

- a) Retire from service any person without assigning any reason; or
- b) Remove from its service any person after informing him in writing of the grounds on which such action is proposed to be taken and giving him an opportunity of showing cause against the action within fourteen days.

(IAB) Where a person is retired from service under sub-section (IA), he shall, in addition to the retiring benefits admissible to him under the terms and conditions of his service, if any, be paid additional pay for three months."

**** **Explanation I.** For the purpose of this sub-section any person employed by, or serving under the authority includes a person referred to in the provisos to sub-section (1).

**** **Explanation II.** Any person referred to in the provisos to sub-section (1) who is removed or retired from service by the Authority under this sub-section shall stand reverted to which he is allocated under the province of West Pakistan (Dissolution) Order, 1970 (p.o no.1 of 1970); and

** (I-B) – Service under the Authority is hereby declared to be service of Pakistan and every person holding a post under the Authority, not being a person who is on deputation to the Authority, from any province, shall be deemed to be a civil servant for the purposes of the service Tribunals Act, 1973.

**** (I-C) Any order of removal or termination of service passed by the Authority in exercise of the power conferred by sub-section (1-A), shall not be called in question in any proceedings taken under the industrial Relation Ordinance, 1969 (XXIII of 1969), or the Essential services (Maintenance) Act, 1952 (LIII of 1952) or under any law for the time being in force, before any Court, Tribunal of Commission and any order passed by any Court, Tribunal or commission after the Thirtieth day of September 1975 and before the coming into force of the Pakistan Water and Power Development Authority (Amendment) Ordinance, 1979, setting aside or modifying or declaring any order of the Authority to be void and of no effect, shall stand vacated.

***** (I-D) Nothing contained in the industrial Relations Ordinance, 1969 (XXIII of 1969), shall apply to or on relation to any person employed as a member of the security staff of the authority for the protection of the installations and establishment of the Authority.

(2) The Chairman in case of urgency, may appoint such officer and servants on such terms and conditions as may be necessary.

Provided that every appointment made under this sub-section shall be reported to the Authority unreasonable delay.

(3) *Notwithstanding anything contained in sub-section (1) or any rules, orders or any rules made, orders or instruction issued by the Authority or in the terms and condition of service of any person employed by, or serving under the Authority, the Authority may, at any time transfer, second or depute any such person to any company or other entity promoted, formed or*

sponsored pursuant to a scheme framed under clause (Vii) of sub-section (2) of section 8 on such terms and conditions as it may deem fit.

Recruitment and Conditions of Service and Disciplinary Powers

18.

The Authority shall prescribe the procedure for appointment and. terms and conditions of service of its officers and servants and shall be competent to take disciplinary action against its officers and servants.

Delegation of Powers to Chairman, etc.

20.

The Authority may by general or special order delegate to the Chairman, a Member or officer of the Authority, any of its powers, duties or function under this act, subject to such condition as it may think fit to impose.

Authority Fund

22.

(1) There shall be a fund to be known as the "Authority Fund" vested in the Authority, which shall be utilized by the Authority to meet charges in connection with its functions under this Act, including the payment of salaries and other remuneration's to the Chairman and Members of the Authority and to its officers and servants.

(2) The Authority Fund shall consists of:

- a) Grants made by the Government;
- b) Loans obtained from the Government;
- c) Grants made by the local bodies as required by the Government;
- d) Sale proceeds of bonds, debentures, commercial papers or other securities issued by the Authority.
- (dd) All sums, dividends, shares, bonds, debentures, commercial papers, securities or any other payments received from a company or companies specified in clause (b) of Sub-Section (5) of Section 8.
- e) Loans obtained by the Authority with the special or general sanction of the Government;
- f) Foreign aid and loans obtained from the International Bank for Re- construction and Development or otherwise, with the sanction and under the guarantee of and on such terms and conditions as may be approved by the Government; and
- g) All other sums received by the Authority.

Authority to be deemed to be a Local Authority

23.

- (1) The Authority shall be deemed to be a Local Authority under the Local Authorities Loans Act, 1914 for the purpose of borrowing money under the said Act, and the making, execution of any scheme under this Act shall be deemed to be a work, which such Authority is legally authorized to carry out.
- (2) Any sum due to the Authority shall be recoverable as arrears of land revenues.

Rates for Sale of Power

25.

- (1) The Authority shall ordinarily sell power in bulk.
- (2) The rates at which the Authority shall sell power shall be so fixed as to provide for meeting the operating costs, interest charges and depreciation of assets, the redemption at due time of loan other than those covered by depreciation, the payment of any taxes and a reasonable return on investment.

Maintenance of Accounts

26.

The Authority shall maintain complete and accurate books of accounts in such form as may be prescribed by it:

Provided that separate accounts shall be maintained for all schemes and transactions relating to power.

SECTION-II

POWERS OF MEMBERS OF THE AUTHORITY

SECTION-II
POWERS OF MEMBERS OF THE AUTHORITY

1. All Powers vested in the Authority under Section 8 (1) of WAPDA Act, 1958 with the exception of cases relating to overall aspects of the operational plan and the fixation of targets which shall be dealt with by the Authority.
2. All powers vested in the Authority under Section 8 (2) of WAPDA Act, 1958, except sub-Para (vii) regarding privatize or otherwise restructure any operation of the Authority.
3. All powers vested in the Authority under Sections 9 (1) and 9 (2) of WAPDA Act, 1958, provided the execution of any schemes framed or sponsored by the Central Government shall continue to vest in the Authority.
4. All powers vested in the Authority under Sections 10 and 11 of WAPDA Act, 1958 provided that in respect of privately owned Power Houses the power conferred by Section 11 (1) (i) shall be exercised by the Authority. .
5. All powers of a licensee for the purposes of Electricity Act, 1910 vested in the Authority under Section 12 of WAPDA Act, 1958 provided the cases relating to fixation and revision to tariff and policy of load-shedding shall be referred to the Authority for final decision.
6. All powers vested in the Authority under Section 13 of WAPDA Act, 1958 provided that the following cases shall be referred to the Authority for final decision.
 - i. Perspective and five year plans for the utilization of Water and Power Resources;
 - ii. Processing of PSDP and arrangements for internal and external loans and cash foreign exchange;
 - iii. Annual Budget and Revised Estimates;
 - iv. Monitoring of Project Implementation;
 - v. Monitoring of Operational Plans;
 - vi. Cases involving departure from the approved Annual Development Program/Operational Budget;
 - vii. Cases relating to acceptance of tenders for works where the lowest bid is accepted but the amount of such bid exceeds rupees twelve crores;
 - viii. Cases relating to purchase of stores where the value of "Such stores exceeds Rs. 08 crores.
 - ix. Creation of posts at the level of Superintending Engineer and above;
 - x. Cases relating to disposal of property where the value of such property exceeds Rs. 75 Lacs.

- xi. Cases involving important policy decisions for departure from the established policy
 - xii. Cases involving sanction of Honoraria/reward beyond ceiling amount fixed in items F (i) and F (iii) of Section XVI of this Book.
- 7. All power vested in the Authority under Section XVI (1) of WAPDA Act, 1958.
 - 8. All powers vested in the Authority under Section XVII & XVIII of WAPDA Act, 1958 in respect of the officers and staff of their respective wings (excluding Common Services) including powers to revert deputationists to their parent departments subject to the following:
 - i. The appointment and removal of General Managers, Chief Engineers, officers of equivalent status and above, will done with the prior approval of the Authority (The retirement and removal of all officers and servants of the Authority under Section XVII (I-A) shall however require the approval of the Authority).
 - ii. Appeals against order; of removal dismissal of officers of the rank of Superintending Engineer and above shall be heard and decided by the Authority. Appeals against promotion of such officers will lie with the Authority only where the rules and procedure have been violated.
 - iii. The laying down of the procedure for the recruitment of staff and the framing of their service roles will be considered as question of personnel policy and will require the approval of the Authority.
 - 9. All powers vested in the Authority under Section 26 of WAPDA Act, 1958.

SECTION-III

POWER FOR ACCORDING ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION TO WORKS, TOOLS AND PLANTS

SECTION-III
POWERS FOR ACCORDING ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION TO WORKS, TOOLS AND PLANTS

(a) WORKS OTHER THAN CONSTRUCTION OF RESIDENTIAL BUILDINGS

A. Administrative Approval of works.	(i)	Member/Managing Director	Rs. 4 Crores
	(ii)	General Managers	Rs. 2 Crores
	(iii)	Chief Engineers and Officer of equal status	Rs. 1 Crore
	(iv)	Superintending Engineer and officers of equivalent status	Rs. 40 Lakhs

(b) CONSTRUCTION OF RESIDENTIAL BUILDINGS.

i.	Member/Managing Director	Rs. 2 crores
ii.	General Managers	Rs. 1 crores
iii.	Chief Engineers	Rs. 60 lacs
iv.	Superintending Engineer and officers of equivalent status	Rs. 20 lacs

Note:

1. No administrative approval will be required where PC-I Performa stands already approved with sufficient details of components of the work included in the project. Where however sufficient details of components of the work have been given in the approved PC-I Performa, formal approval of the General Manager concerned shall be obtained.
2. Where residential accommodation stands standardized, the scale of accommodation shall not be exceeded without prior approval of the Authority. The standard design of the residential building may be modified by General Manager concerned to suit local conditions where considered necessary.
3. Administrative approval for construction a residential building required for the personal use of competent authority shall be accorded by the next higher authority.
4. The term "work" used in the section has the same meaning as assigned to it in paragraph 4 (68) of the central public Works Account Code as specified in section xviii at Sr. No. 33.
5. Administrative approval of works would be subject to availability of budget.

Nature of Powers.	Competent Authority	Monetary Limit
B. Technical sanction of works other than deposit work, subject to the condition that the excess over the amount for which administrative approval has been obtained is not more than 15 percent.	I. General Managers.	Full Powers
	II. Chief Engineers.	Full Powers
	III. Superintending Engineers and officers of equivalent status.	Rs. 1 Crores
	IV. Senior Engineers and officers of equivalent status.	Rs. 10 Lakhs

Notes: (1) Where consultants have been engaged for a work, technical sanction shall be accorded by competent authority in consultation with the consultants. In case of a disagreement between the consultants and the competent authority, technical sanction by next higher authority of WAPDA shall be required.

(2) If technical sanction involves excess of more than 15 percent over the amount for which a work has been administratively approved, or may be deemed to have been approved, prior revised administrative approval of the competent authority shall be required.

C. Administrative Approval of Deposit Works	i. General Managers	Full Powers
	ii. Chief Engineers	Full Powers
	iii. Superintending Engineers and officers of equivalent status	Rs. 30 Lacs
	iv. Senior Engineers and officers of equivalent status	Rs. 6 lacs

Notes: (1) Deposit Works shall be undertaken only after getting full amount of sanctioned Work Estimate deposited with WAPDA, with an undertaking from the depositor to meet any variation.

(2) The term "Deposit Work" used in this section has the same meaning as assigned to it in paragraph 4 (14) of the Central Public Works Account Code.

(3) WAPDA works executed through some other Government/Semi-Government agencies including agencies such as P.T.C. shall be treated as deposit work.

D. Technical sanction of Deposit Works after obtaining administrative approval from the competent authority):	(i) Chief Engineers	Full Powers
	(ii) Superintending Engineers and officers of equivalent status	Rs. 50 lacs
	(iii) Senior Engineers and officers of equivalent status	Rs. 10 Lacs

Ordinary and special repairs to buildings

		Repairs	
		Ordinary	Special
E. Administrative approval of works of repair to non-residential Buildings	I. Member/Managing Directors	Full Powers	Full Powers
	II. General Managers	Full Powers	Rs. 10 Lacs
	III. Chief Engineers	Full Powers	Rs. 6 Lacs
	IV. Superintending Engineers and	Full Powers	Rs. 1,20,000

Nature of Powers.

Competent Authority

Monetary Limit

	officers of equivalent status		
V.	Senior Engineers and officers of equivalent status	Rs. 20,000	Rs. 10,000

- Notes: (1) The above powers are not to exceed the following percentages of capital cost at assessed on account of ordinary repairs to both permanent and temporary non-residential and Residential Buildings:

	<u>Type of Building</u>	<u>Permanent Buildings</u>	<u>Temporary Buildings</u>
(a)	Non-residential	1.5% in a year	3% in a year
(b)	Residential	2% in a year	4% in a year

The above percentage may be increased by:

- (a) 800% in the case of building works completed before 1958.
 - (b) 600% in the case of building works completed between 1958 and 1977.
 - (c) 300% in the case of building works completed after 1977 and up to the end of 1982.
 - (d) 100% in the case of building works completed after 1982 and up to end of 1995.
- (2) Where Special Repair is required to be carried out to a residential building which is in occupation of competent authority approval of next higher authority shall be necessary.
 - (3) The above powers shall not be exercised in case of hired buildings.
 - (4) The term "Special Repairs" means such occasional repairs as become necessary from time to time and which may have been carried out between times of periodical repairs like renewals of roofs, renewals of damaged floor, doors and windows.
 - (5) Estimate for special repair shall require the approval of the competent authority.

		<u>Ordinary Repairs</u>	<u>Special Repairs</u>
F. Technical sanction of works of repairs to non-residential buildings after obtaining administrative approval from competent Authority.	i. Chief Engineers	Full Powers	Full Powers
	ii. Superintending Engineers And officers of equivalent status	Full Powers	Rs.3 Lacs
	iii. Senior Engineers and officers of equivalent status	Rs. 80,000	Rs. 50,000
G. Administrative approval of works of repair to residential buildings	(i) Member/Managing Directors	Full Powers	Full Powers
	(ii) General Managers	Full Powers	Rs. 2 Lacs
	(iii) Chief Engineers	Full Powers	Rs. 1 Lacs
	(iv) Superintending Engineers And officers of equivalent status	Full Powers	Rs. 60,000
	(v) Senior Engineers and officers of equivalent status	Rs. 20,000	Rs. 10,000

Nature of Powers.	Competent Authority	Monetary Limit	
H. Technical sanction of works of repairs to residential buildings after obtaining administrative approval from competent Authority.	(i) Chief Engineers	Full Powers	Full Powers
	(ii) Superintending Engineers and officers of equivalent status	Full Powers	Full Powers
	(iii) Senior Engineers and officers of equivalent status	Rs. 1 Lacs	Rs.20,000

Note: (1) The above powers are meant for the single building and not for all buildings in the whole colony.

I. Administrative approval for purchase of Tools and Plants (excluding vehicles):	(i) Member/Managing Directors	Full Powers	
	(ii) General Managers	Rs. 60 Lacs	
	(iii) Chief Engineers	Rs. 20 Lacs	
	(iv) S.Es and officers of equivalent status	Rs. 4 Lacs	
J. Technical sanction to estimates for purchase of Tools & Plants (excluding vehicles) after obtaining administrative approval of competent authority.	i. General Managers	Full Powers	
	ii. Chief Engineers	Rs. 40 Lacs	
	iii. S.Es and officers of equivalent status	Rs. 8 Lacs	
	iv. Sr. Engineers and officers of equivalent status	Rs. 40,000	
K. Placing of work orders for repairs and/or over-hauling of Tools and Plants, vehicles and light machinery without. Inviting tenders/ quotations.	i. Member/Managing Directors	Rs. 2 Lacs in each case	
	ii. General Managers	Rs. 1 Lacs in each case	
	iii. Chief Engineers	Rs. 40,000 in each case	
	iv. S.Es and officers of equivalent status	Rs. 30,000 in each case	
	v. Sr. Engineers and officers of equivalent status	Rs. 6,000 in each case	
	vi. Jr. Engineers and officer of equivalent status	Rs. 1000 in each case	

Note: The above powers under item (K) would be exercised in unforeseeable circumstances and where calling for rates is not practicable.

L. Administrative approval for purchase of standardized cars.	Authority	Full Powers
M. Administrative approval for purchase of standardized utility vehicles such as Trucks including fabrication of body, Single/Twin Cab Pick-ups, Jeeps, Tractors and Trailers.	Member/Managing Directors	Full Powers in consultation with Member (Finance)

Nature of Powers.	Competent Authority	Monetary Limit
MM. Hiring of vehicles for WAPDA formations/consultant (if provided in the contract agreement)	Authority	Full Powers
N. Technical sanction to estimates	(i) General Managers	Full Powers
For purchase of standardized cars,	(ii) Chief Engineers	Rs.60 Lacs
Utility vehicles such as Trucks, Single/Twin Cab Pick-ups Jeeps, Tractors and Trailers after obtaining Administrative approval from competent authority.	(iii) S.Es and officers of equivalent status (iv) Sr. Engineers and officers of Equivalent status	Rs.20 Lacs Rs. 2 Lacs

Note: Purchase of vehicles shall be regulated strictly in accordance with the following instructions subject to further instructions issued by the Authority from time to time.

(1) Purchase of vehicles of all type will henceforth be made on standardized basis by General Managers for their respective organizations. These powers will not be delegated.

(2) Quotations will be invited directly from the Government controlled organization dealing with import and sale of vehicles or from their sub-offices, wherever they exist and not from any local dealers, authorized Agents, etc.

(3) Only the following types of vehicles will be purchased;

- (a) CARS.
 - (1) Toyota 1000 – 1600 CC
 - (2) Suzuki 800 – 1300 CC
 - (3) Honda Civic 1300 – 1500 CC
 - (4) Nissan 1000 CC
- (b) JEEPs (4 x 4)
 - (1) Toyota
 - (2) Suzuki Jeep SJ 410
 - (3) Mitsubishi (Pajero) 3 door
 - (4) Hyundai
- (c) PICK-UP/VANs (4 x 2)
 - (1) Suzuki 1000 CC]
 - (2) Toyota Hiace]
 - (3) Mazda Pick up]
 - (4) Toyota Hilux]
 - (5) Nissan Pick up] Diesel
 - (6) Mitsubishi]
 - (7) Isuzu]
 - (8) Mazda Van]
 - (9) Hyundai/shezore]
- (d) TRUCKS/BUSES
 - (1) Bedford
 - (2) Mazda

Nature of Powers.	Competent Authority	Monetary Limit
-------------------	---------------------	----------------

- (3) Ford
- (4) Nissan
- (5) Hino

- (d) TRACTORS
 - (1) Massy Ferguson
 - (2) Fiat
 - (3) Belarus
 - (4) Ford

- (e) MOTOR CYCLES UPTO 125 CC
 - (1) Yamaha
 - (2) Honda
 - (3) Suzuki

- (4) These orders will also be applicable to vehicles purchased for/by Pakistani Consultants.
- (5) Vehicles of Wagoneer type, Mercedes Cars, etc will not be purchased.
- (6) Prior approval of Authority should be obtained if any other type of vehicle not included in para 3 above is intended to be purchased.

(II) Advance payment for purchase of vehicles may be made to Government controlled production Units in accordance with the rules and procedure approved by the Authority.

O.	Administrative approval for repairs and/or overhauling of Tools and Plants, vehicles and light machinery	i. Member/Managing Directors	Full Powers
		ii. General Managers	Rs. 2 Lacs
		iii. Chief Engineers	RS. 1 Lacs
		iv. SEs and officers of equivalent status.	Rs. 40,000
		v. Sr. Engineers and officers of equivalent status	Rs. 10,000
		vi. Jr. Engineers and officers of equivalent status	Rs. 1500
P.	Technical sanction to estimates for repairs and overhauling of Tools & Plants, vehicles and light machinery and placing work order thereof after obtaining administrative approval from competent authority.	i. General Managers	Full Power
		ii. Chief Engineers and officers of equivalent status	Rs. 2 Lacs.
		iii. S.Es and officers of equivalent status.	Rs. 1 Lacs
		iv. Sr. Engineers and officers of equivalent status.	Rs. 40,000
		v. Jr. Engineers and officers of equivalent status.	Rs. 3000

Nature of Powers.	Competent Authority	Monetary Limit	
		From Govt. and semi-Govt. <u>organizations</u>	From Private repair organizations or firms <u>on approved list</u>
Q. Administrative approval to local manufacture or repairs of Power House machinery's parts.			
	i. Member/Managing Directors	Full Powers	Full Powers
	ii. General Managers (Hydel)	Full Powers	Rs. 6 Lacs In each case
	iii. Chief Engineers (Hydel) and CEs Incharge of Powers Stations.	Full Powers	Rs. 3 Lacs In each case
	iv. S.Es/REs. (Hydel).	Full Powers	Rs. 2 Lacs
	v. Residential Engineers of the status of Sr. Engineers (Hydel)	Full Powers	Rs.20,000 in each case
R. Technical sanction to estimates for local manufacturer or repairs and/of overhauling of Tools & Plants, vehicles and light machinery and placing work order thereof after obtaining administrative approval from competent authority.	i. Chief Engineers (Hydel) and C.Es Incharge of Powers Stations.	Full Power	
	ii. S.Es/REs. (Hydel).	Rs. 2 Lacs	
	iii. REs of the status of Sr. Engineers (Hydel)	Rs. 30,000.	

Notes applicable to items 'O' 'P' 'Q' and 'R' Above.

1. The repairs shall as far as possible be done in WAPDA 's Regional Workshop/Central Workshop at Tarbela/integral Workshops of Hydel Power Stations. If not a certificate to the effect that repairs could not be done in the said workshop shall be given stating/recording reasons thereof, which may include capability, capacity, availability of spare parts/raw materials. Such certificate with explanatory details including cost of repairs- shall be submitted to the respective General Managers and the Central Workshop at Tarbela/Regional Workshop for scrutiny, future planning and progressive elimination of dependence on private/public workshop.
2. Subject to note (1) above, work orders shall be placed only on such public/private organizations/ firms/workshops/repair shops as are considered to be most reliable ones and also stand on the approved list of Chief Engineers/Project Directors concerned. The formality of calling quotations may be dispensed with only in case of unforeseen able damage to the T&P, vehicles or machinery or where there is only one approved organization/firm/workshop/repair shop at a particular station or place and the competition of rates is neither possible nor considered necessary.
3. The cost of repairs/overhauling of T&P, vehicles and. machinery shall be governed by the general rule that it must not exceed 60% of their replacement value.
4. In case of manufacture/repair of machinery or parts, General Managers (Hydel), all Chief Engineers 'and Resident Engineers on the Generation side, shall if interest of the Authority so requires, be empowered to make advance payment of 50% of the total value of the order against a Bank Guarantee and the balance 50% only on receiving delivery of the manufactured, repaired machinery parts in accordance with the prescribed standardized/ specification and their testing. The advance payment for manufacture

Nature of Powers.

Competent Authority

Monetary Limit

or repair orders on Government and Semi-Government Organizations may be 100 percent as aforesaid. Advance payment shall be regulated in accordance with the procedure approved by the Authority.

5. The conditions laid down in Section VI (Powers for acceptance of tenders/quotations for local purchase of stores and tools and plants) shall apply "*mutatis mutandis*" to powers delegated under items 'O', 'P' 'Q' and 'R' above.

SECTION-IV

POWERS FOR FIXATION OF RESERVE STOCK LIMIT

Nature of Powers.

Competent Authority

Monetary Limit

SECTION-IV

POWERS FOR FIXATION OF RESERVE STOCK LIMIT

Fixation of reserve stock limit.

- (i) General Managers
- (ii) Chief Engineers
- (iii) Superintending Engineers.

Full Powers

Notes: (1)

Allocation of fixed reserve stock limit between Chief Engineers and Superintending Engineers shall be made by the respective General Managers and Chief Engineers respectively. The stock limit within their respective charges shall be fixed by the competent authority with due regard to the requirements of the work involved. Chief Engineers will, however, ensure that the total does not exceed the overall limit fixed by the General Managers concerned.

SECTION-V

**POWERS FOR ACCEPTANCE OF TENDERS FOR WORKS,
COMMON USE MATERIALS, AWARD OF CONTRACTS/WORK
ORDERS AGAINST
LIMITED ENQUIRY AND ISSUANCE OF VARIATION/CHANGE
ORDERS**

SECTION-V**POWERS FOR ACCEPTANCE OF TENDERS FOR WORKS, COMMON USE MATERIALS, AWARD OF CONTRACTS/WORK ORDERS AGAINST LIMITED ENQUIRY AND ISSUANCE OF VARIATION/CHANGE ORDERS**

A. Acceptance of tenders for construction, maintenance and repair works and also for supply of bricks, sand and bajri.	i. Member/Managing Directors	Rs.8 Crores	Subject to clearance by the Central contract Cell if amount of tender exceeds Rs. 4 crores.
	ii. General Managers	Rs.4 Crores	
	iii. Chief Engineers	Rs. 2 Crores	
	iv. S.Es and officers of equivalent status.	Rs. 50 lacs	
	v. Sr. Engineers and officers of equivalent status	Rs. 10 lacs	
B. Acceptance of tenders for purchase of common use materials listed in Annexure 'A' to this section.	i. Member/Managing Directors	Rs. 8 crores	
	ii. General Managers	Rs.4 crores	
	iii. C.E (P&D)	Rs.1.5 Crore	
	iv. Director (purchase)	Rs.50 Lacs	
	v. Dy. Director (Purchase)	Rs.10 Lacs	

Note: The powers delegated Member/Managing Directors and general managers as indicated again Items (A)&(B) above shall also include powers for entering into foreign contracts and procurement of Imported material within the limits of their respective foreign exchange allocation.

I. Purchase of common use materials will be done through Chief Engineer (P&D).

II. For all those Items which rate contracts have been entered into by CE (P&D), the Purchase order can be placed up to the financial limit of 5% delegated to the Officers of equivalent status in clause B above.

C. Acceptance of tenders for purchase of Imported proprietary Items and spares for -	(i)	Member/Managing Directors	Full powers within their respective foreign exchange allocations.
	(ii)	General Managers	
	(iii)	Chief Engineers	
	(i)	Air-conditioning plants.	
	(ii)	Power stations. (Hydel)	
	(iii)	Dehydration plants, and	
	(iv)	Equipment required for workshops.	

www.allpdfstuff.blogspot.com

Particular Conditions:

In order to ensure transparency in tendering procedure for spare parts and other items of proprietary nature, following steps shall be taken: -

- (1) GM/CE incharge shall prepare a shortlist of manufacturers who shall be invited to submit tenders.

Nature of Powers.

Competent Authority

Monetary Limit

- (2) A post qualification criteria shall be laid down and advised to the manufacturers:
- (3) Evaluation of lowest responsive tender shall be made on the basis of post qualification

D Acceptance of tenders for repair of spare parts of Power Stations of proprietary nature such as blades and nozzles of turbines etc.	(i) Member/Managing Director (Power)	Full Powers
	(ii) General Manager (Hydel)	Rs. 2 Crores
	(iii) Chief Engineer Power Stations (Hydel).	Rs. 1 Crore.

Conditions

1. Where the cost of repair is estimated to be more than RS.9 lacs, international Tenders should be invited after ascertaining availability of Foreign Exchange Budget.
 2. The necessity of resorting to repair in preference to purchase new spare parts from the manufacturers, shall be scrutinized by a committee which would consist of the following members: -
 - (i) Chief Engineer (Hydel)
 - (ii) Director Hydel Operation
 - (iii) Resident Engineer of the concerned Power Station
 - (iv) Director Finance.
 3. While making recommendations referred to above, the committee would keep in view the following factors: -
 - (i) The rates quoted by the firms for repair of the spare parts of turbines are cheaper by 50 to 70 percent as compared to the cost of the spare parts if procured from the original manufacturers;
 - (ii) The Firm whose tender has been recommended for acceptance is equipped with top class workshop facilities and technical know-how to handle repair of the nozzles and blades of the turbines or any other part of Power House machinery;
 - (iii) The damaged nozzles and blades are graded in different categories as to the extent of damage caused to each part and fix repair charges strictly in proportion to the amount of Damage caused to each part;
 - (iv) The repaired parts do not suffer from metal fatigue due to stresses and strains so as to avoid colossal loss in the event of their getting broken suddenly;
 - (v) The repairing firms are called upon to execute performance bond as a general rule.
- | | | |
|--|--|--|
| E Award of contract work orders for works against limited enquiry in emergent situation. | (i) Member/Managing Directors | Rs. 20 lacs in each case. |
| | (ii) General Managers | RS. 10 lacs in each case, subject to a maximum of Rs. 3 crores in a year on all cases. |
| | (iii) Chief Engineer | Rs. 6 Lacs in each case, subject to a maximum of Rs. 2 crores in a year on all cases. |
| | (iv) Supdt. Engineers and officers of equivalent status. | Rs. 1.5 Lacs in each case, subject to a maximum of Rs. |

Nature of Powers.**Competent Authority****Monetary Limit**

- (v) Sr. Engineer and officers of equivalent status.

08 Lac in a year on all cases.
Rs.24,000 in each case,
subject to maximum of Rs. 2
Lacs in a year on all cases
(for maintenance and repairs
only).

Note:

- (1) Tenders should be called by officers competent to accept: tenders or by their authorized officers.
- (2) The situation of the emergency shall be recorded on the contract/enquiry under intimation to the next higher authority.

F Variation/Change orders in original contract/work order.

i. Member/Managing Directors

Up to maximum of 15% of the total amount of the original contract price.

ii. General Managers

Up to Rs. 60 Lacs for one variation order and up to 10% of contract price or Rs. 50 million whichever is less for all variation orders.

iii. Chief Engineer & PDs of the rank of Chief Engineers.

Up to RS. 30 Lacs for one variation order and up to 5% of the total amount of original contract or RS. 25 million whichever is less for all variation orders.

iv. SE and PDs of the rank of SE and officers of equivalent status

Up to RS. 2 Lacs for one variation order and up to 2% of contract price or Rs. 1 million whichever is less for all variation orders.

Note-

1. Aggregate amount of all variation orders approved shall included the amount approved by subordinate offices.
2. The above powers are subject to the condition that it should not exceed the power delegated to officers for acceptance of tender.

Conditions:

- (1) The lowest tender for works shall normally be accepted, subject to the condition that the bid does not exceed the administrative approval by more than 15 percent.
- (2) Prior approval of the next higher authority shall be necessary in the following cases:

- a) Where the bid received exceeds by more than 15 percent of the approved cost of the work;
 - b) Where it is proposed not to accept the lowest technically acceptable and responsive tender, and it is intended to accept a tender other than the lowest;
 - c) Where only one or two tenders have been received and it is intended to place order on the only tender or on the lower of the two tenders;
 - d) Where competent authority considers it necessary and in the interest of the Authority to enter into negotiations. Negotiations if necessary should be carried out with all the responsive tenders/Bidders.
 - e) Where it is intended to place order on the basis of rates negotiated in accordance with (d) above.
- (3) Notwithstanding the conditions (2) above, General Managers and Chief Engineers shall be Competent to take decision in any of the four cases enumerated there under at (b) (c), (d) and (e) above only under intimation to next higher authority.
 - (4) The authorities competent to accept tenders in accordance with this delegation may also accept in connection there With securities, and execute and sign contract agreement on behalf of the Authority, Where, however, standard forms of contract are not used, prior concurrence of the Central Contract Cell and the Legal Advisor, WAPDA shall be necessary for entering into contract agreement on unstandered forms.
 - (5) Repeat order may be placed by the competent authority on the basis of already accepted rates on the same firm with whom purchased order already been placed provided:
 - (a) The value of repeat order is less than 50 percent of the value of original order or Rs. 6 Lacs, whichever is less;
 - (b) The repeat order is placed within six months of the original purchase order.
 - (c) The trend of price is not down ward.
 - (6) In case of materials to be purchased from Government controlled production Units, the requirements as to obtaining of tenders and quotations and as to making of enquiries etc, shall be treated as waived and all competent authorities shall have powers to do so freely, subject to availability of necessary funds and administrative approval and technical sanction of the competent authority. If insisted by the production Units aforesaid, the payment for purchase of vehicles, cement and other Government controlled materials may be made in advance, subject to the availability of necessary funds, administrative approval and technical sanction of the competent authority in each case. The advance payment shall be regulated in accordance with the terms and conditions approved by the Authority.
 - (7) Tenders for purchase of locally manufactured materials shall be issued to pre-qualified manufacturers only.
 - (8) All materials to be purchased shall be subject to inspection in accordance with the procedures laid down by the Authority from time to time.
 - (9) Work order for works without calling quotations shall not be given without prior approval of the next higher authority. However, General Managers and Chief Engineers may take decision in such cases themselves. Similarly, Resident Engineers of power stations of the rank of Superintending Engineers

Nature of Powers.

Competent Authority

Monetary Limit

including Resident Engineers Small Hydel, Mangla and Resident Engineers of the rank of Senior Engineers may likewise take decision themselves for work order up to Rs. 14,000 and Rs. 8,000 respectively, in each case, under intimation to the next higher authority.

- (10) The variation/change order(s) in contracts/work orders shall be issued strictly in accordance with the procedure prescribed by the Authority in this behalf.
- (11) All tenders and purchase orders shall ordinarily be issued in accordance with the detailed instructions and on the forms, prescribed in WAPDA Purchase Procedure as amended from time to time. In case of purchase of materials-of proprietary nature such spares for Power House machinery and equipment, air-conditioning plant etc, all General Managers and all Chief Engineers shall, if interest of the Authority so require, have the powers to amend or delete such standard clauses of the purchase order form as are unacceptable to the suppliers of such materials.
- (12) Each competent authority shall maintain a register recording there in the details of the sanctions issued against various items under Sub-section 'E' so as to ensure that the annual ceilings of maximum amounts are not exceeded. This register shall be considered as "auditable documents."
- (13) Rate contract shall be executed by Chief Engineer (P&D) on annual basis for common use items as far as possible.
- (14) The powers of Senior Engineers and officers of equivalent status to accept tenders for constructions, maintenance and repair work and also for supply of bricks, sand and bajri will be subject to the following conditions: -
 - (i) Administrative approval of the competent authority must be obtained before calling tenders for construction and maintenance work or supply of materials etc;
 - (ii) Tenders will be issued after obtaining approval of the next higher authority;
 - (iii) Tender documents will be issued only to those contractors who are borne on the approved list of WAPDA or of the regional office or project concerned.
 - (iv) Single tender will not be accepted even with the approval of the next higher authority. Such cases shall be brought to the notice of the Chief Engineer/General Manager concerned who will give through consideration to the case and make recommendations for acceptance or otherwise of the proposal to the Member/M.D. concerned. Each Executive Engineer and Superintending Engineer will render a monthly return so as to reach the Chief Engineer/General Manager concerned by the 5th -of the month following that to which it pertains, showing full particular of all the contracts awarded by them during the month under report.

The General Manager/Chief Engineer concerned will carry out necessary scrutiny and comment on anything unusual, suggesting suitable remedial measures there for or initiating disciplinary action against the officers concerned where called for. The monthly return shall be in the form appended as Annexure (A).

Monthly return of contracts awarded

By _____ for the month- _____

S.No.	Name of work	Cost of work	Amount of administrative approval with date	Administrative sanction with date by CE or one up	Amount of Technical sanction.
1	2	3	4	5	6
Date of Tender opening with amount of lowest tender		Acceptance of tender with date and percentage allowed on sanctioned estimate	For items rate contracts give percentages of tendered rate above/below the current schedule or rates separately		Name successful contractor and with whom enlisted with Region No.
7		8	9		10
Total No. Of tenders issued		Total No. Of tenders received	Remarks		
11		12	13		

The monthly reports concerning award of contracts by the Senior Engineers/Superintending Engineers should be sent to respective Chief Engineers/General Managers who in turn should scrutinize the awards and submit their recommendations along with the result of their scrutiny to the concerned Member where considered necessary.

Common use centralized materials

List of store materials (common use items), which are to be procured by CE (P&D).

I. Hardware and Structural Steel

1. Steel, M.S. angler, Joints; channels, tees, flats, etc.
2. M.S. sheets, G.I sheets, asbestos sheets.
3. G.I. wire, barbed wire, binding wire (except for power transmission and distribution).

II. Building Materials

1. Paints, varnishes, enamels, oils, spirits, wood preservatives.
2. Timber, including ballies and bamboos.
3. Bitumen and asphalted compounds.
4. Cement, all kinds.

III. Tentage Equipment

1. Chouldaries, Tents, Shamianas.
2. Tarpaulins.

IV. Office Equipment

1. Typewriters and duplicating machines.
2. Quarterly oiling/cleaning of typewriters and duplicating machines.
3. Photocopies.
4. Office and domestic furniture (for Lahore only).

V. Fuels and Gases

1. Fuels (other than' coal and gas for power stations) lubricants, greases mineral oil products and by products.

VI. Workshop Equipment and Stores

1. Workshop machinery
2. Welding equipment
3. Electrodes
4. Tires and tubes
5. Automotive Batteries.

VII. Hospital Equipment

1. Hospital equipment and instruments.
2. Drugs and medicines.

VIII. Papers, Stationery and Printing Machinery

1. Paper all sorts.
2. Envelopes all sizes and other office and drawing stationery articles of general use.
3. File covers and boards of all sorts
4. Inks of all sorts

5. Printing machinery, spares and their accessories and components and printing press materials of all sorts.

IX. Pipes

1. G.I., pipes and fittings.
2. C.I. pipes and fittings.
3. P.V.C. pipes and fittings.
4. M.S. pipes and fittings.

X. Miscellaneous

1. Electric Bulbs.
2. Fans, fluorescent tubes and accessories.
3. Films, and chemicals.
4. Fiberglass.

XI. Gunny Bags, Cottons Bags and-Wooden Boxes

XII. Drawing and surveying instruments each costing more than Rs. 15,000.

XIII. Tools and plants, machinery, each item costing more than Rs.15,000,

XIV. Vehicles (Motor Cycles, all types of Jeeps" Vans, Cars Buses and Trucks.).

SECTION-VI

**POWERS FOR ACCEPTANCE OF TENDERS/QUOTATIONS
FOR PURCHASE OF MATERIALS
(STORE MATERIALS, INSTRUMENTS, TOOLS AND PLANTS)
AND POWERS FOR LOCAL PURCHASE OF SUCH MATERIALS
WITHOUT INVITING TENDERS/QUOTATIONS.**

SECTION.VI**POWERS FOR ACCEPTANCE OF TENDERS/QUOTATIONS FOR PURCHASE OF MATERIALS (STORE MATERIALS, INSTRUMENTS, TOOLS AND PLANTS) AND POWERS FOR LOCAL PURCHASE OF SUCH MATERIALS WITHOUT INVITING TENDERS/QUOTATIONS.**

A. Acceptance of tenders for the Purchase of material, stores, instruments, tools and plants for annual requirements as well as for immediate incorporation in works.	i. Member/Managing Directors	Rs. 8 Crores
	ii. General Managers	Rs. 3 Crores
	iii. Chief Engineers	Rs. 1.5 Crore
	iv. Superintending Engineers and officers of equivalent status.	Rs. 1 Lac
	v. Senior Engineers	Rs. 75,000

Note:

1. The powers delegated as indicated against item above shall also include powers for entering into foreign contracts and procurement of imported material within the limit of respective foreign exchange allocation except powerhouse material.
2. Purchase of common use material listed in annexure A to Section-V may also be purchased by the officer of equivalent status by using the powers delegated under clause B of Section-V except vehicles provided: -
 - I. No rate contract has been issued by CE (P&D) for the item (s) to be purchased or
 - II. If a rate contract has been placed by CE (P&D) but the supplier cannot supply the material within 13 day from the date of issue of purchase order.

B Local purchase of stores, instruments and tools and plants without inviting quotations required for immediate incorporation in works to meet an emergency.	i. Member/Managing Directors	Rs. 10 Lacs at a time
	ii. General Managers	Rs. 2 Lacs at a time.
	iii. Chief Engineers	Rs. 60,000 at a time
	iv. Supdt. Engineers and officers of equivalent status.	Rs. 20,000 at a time
	v. Sr. Engineers and officers of equivalent status	Rs. 4500 at a time
	vi. Jr. Engineers and officers of Equivalent status.	Rs. 1000 at a time

Note: The emergent situation shall be recorded in the purchase order under intimation to next higher authority.

Nature of Powers.	Competent Authority	Monetary Limit	
C. Power for local purchase of stores and Tools and plants (other than imported proprietary items and spare are for Power Houses and Central Air-Conditioning Plants) required for Power Houses.	i. Member/Managing Director	<u>By inviting tenders.</u> Rs. 60 Lacs at a time	<u>By inviting quotations</u> Rs. 6 Lacs at a time
	ii. General Manager, (Hydel)	Rs. 30 lacs at a time	Rs. 2 lacs at a time
	iii. Chief Engineers (Hydel) and Chief Engineer's Incharge of Power Houses. 1. Chashma 2. Tarbela 3. Mangla 4. Warsak	Rs. 15 lacs at a time	Rs. 90,000 at a time
	iv. Resident Engineers/S.E. of Power Stations.	Rs. 3 lacs at a time	Rs.45,000 at a time
	v. Resident Engineers (XENs) of Power stations.	Rs. 120,000 at a time	Rs. 21,000 at a time
	vi. Resident Engineers at other small stations. 1. Shadiwal 2. Nandipur 3. Malakand 4. Dargai 5. Chichoki Mallian 6. And others	Rs. 75,000 at a time	Rs. 9,000 at a time

Note:

Tenders should be called by officers competent to accept tenders or their authorized officers.

D Local purchase of tyres and tubes for immediate use without calling quotations when no rate contract exists.	i. Member/Managing Directors	Rs. 10 lacs at time
	ii. General Managers	Rs. 2 lacs at a time
	iii. Chief Engineers	Rs. 80,000 at a time
	iv. Superintending Engineers	Rs. 40,000 at a time
	v. Executive Engineers	Rs. 15,000 at a time

Conditions:

- (1) Without prejudice to the generality of the powers delegated under Items (B) and (C) and (D) above, all purchases, where value of the material to be purchased exceeds Rs. 50,000 shall ordinarily be made through open tenders. Tenders/quotations shall be invited from WAPDA approved and pre-qualified contractors/suppliers/manufacturers. Purchased of materials through limited tenders/quotations or without inviting tenders/quotations shall be resorted to only in case of unforeseeable work of emergent nature to be certified by the purchasing authority or where the items to be purchased are of proprietary character and competition in the market is not considered necessary.
- (2) Prior approval of the next higher authority shall be necessary in the following cases:

Nature of Powers.

Competent Authority

Monetary Limit

- (a) Where it is proposed not to accept the lowest technically acceptable and responsive tender/quotation, and it is intended to accept a tender/quotation other than the lowest;
 - (b) Where only one or two tenders/quotations have been received, and it is intended to place order on the only tender /bidder or on the lower of two tenders/bidders;
 - (c) Where competent authority considers it necessary and in the interest of the Authority to enter into negotiations. Negotiations should be carried out with all the responsive tenderers/bidders.
 - (d) Where it is intended to place order on the basis of rates negotiated in accordance with (c) above.
- (3) Notwithstanding the condition (2) above, General Managers and Chief Engineers shall be competent to take decision in any of the four cases enumerated thereunder, under intimation to next higher authority.
- (4) The local purchase of tyres and tubes shall normally be made from manufacturers or the stockiest, as per their approved price list.
- (5) Repeat order may be placed by the competent authority on the basis of already accepted rates on the same firm with whom purchase order has already been placed, provided: -
 - (a) The value of the repeat order is less than 50 percent of the value of the original order of Rs. 3 lacs whichever is less; and
 - (b) The repeat order is placed within six months of the original purchase order.
 - (c) The trend of price is not downward.
- (6) All purchase orders for materials with a value of over Rs. 200,000 each and those for Tools and Plants articles, survey and drawing instruments with a value of over Rs. 20,000 for each purchase order, excepting those issued by the competent officers, shall be endorsed to the Chief Engineer (Inspection and Surveillance), WAPDA, Lahore for inspection of such materials before acceptance by the purchasers. As for Purchase Orders of the values of Rs. 200,000 or less, purchasing authority shall ensure that material already rejected by Chief Engineer (I&S) is not accepted.
- (7) "Member concerned may waive off the condition of, inspection against the manufacturer's warranty and factory test reports for all the tests as per WAPDA specifications, in case inspection of material cannot be undertaken due to urgency."
- (8) In case of local purchase of stores and Tools and Plants for Power House without inviting quotations, the officers on the Generation side shall have the power to make advance payment for such local purchase. The advance payment shall be regulated in accordance with the terms and conditions approved by the Authority. These officers shall, if interest of the Authority so requires, also have the powers to amend or deletes such standard clauses of the purchase order form as are unacceptable to the supplier of such items.
- (9) Where material is to be purchased from any Government Controlled Production Unit, purchase may be made on the basis of single quotation obtained from such units. In such cases, obtaining of tenders or quotation from agencies other than the Government Controlled Production Units shall not be necessary for so long as this requirement stands waived off by the Authority.

- (10) The term Local Purchase for the purpose of this section, means the purchase of materials, measuring and testing instruments and tools and plants whether required for stock purposes to meet annual requirements or for immediate incorporation in works in emergency or otherwise, but, in either case, such purchase does not involve payment in foreign exchange.

In addition to the above, the term "Local Purchase" would include stores, plants and tools which: -

- i. Are not procured centrally.
- ii. Are not covered by rate contract or price agreement;
- iii. Are not required for immediate incorporation in works or for immediate use.
- iv. It is considered expedient in the interest of the Authority to procure without calling for quotations but without public tenders and the purchase of such items is confined to what would suffice for the period of emergency and until arrangement can be made for their regular purchase.

Factually, however, local purchase means purchase by a procedure other than by public tendering. With this condition in view, the local purchase virtually refer to those purchases which are made by calling quotations (as distinct from tenders) and without calling quotations in emergent cases, for which monetary powers have been delegated to General Managers/Chief Engineers and others/vide Clauses 'B' and 'C', 'D' or Section-VI.

SECTION-VII

POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF CONSULTING SERVICES

SECTION-VII
POWERS FOR ENGAGING CONSULTING ENGINEERS AND ADMINISTRATION OF CONSULTING SERVICES

1. Foreign Consultants (In association with or without local consultants).		
A. Short-listing (with or without association with local consultants)	Member/Managing Director	Full Powers
B. Acceptance approval of Financial Proposal	Member/Managing Director	Rs. 20 million (subject to the clearance by the CCC)
C. Extension of time in consultancy services	(i) Member/Managing Director	Up to 1/4th of the original contract period but not exceeding one year
	(ii) Member/Managing Director	Full power where no extra man month/hours or additional cost are involved.
D. Variation of Consultancy Cost Estimates		
(i) Within scheduled time	(i) Member/M.Ds	(Up to 15%)
	(ii) G.Ms.	(Up to 10%)
	(iii) C.Es.	(Up to 5%)
		of the originally agreed cost
(ii) For extended period	(i) Member/Managing Director	One year cost of services
E. Approval to employ /replace expatriate employees of the Consultants.		
i. Within rates prescribed in the Consultancy Agreement	General Manager	Full Powers
ii. At rates in excess of those prescribed in the Consultancy Agreement	Member/Managing Director	Up to 15% excess
F. Inter-adjustment in man-months between various disciplines and direct cost at site office and home office	General Managers	Full Powers (Provided such inter-adjustment shall not cause any increase in man-month/direct cost already agreed / approved.
G. Utilization of approved contingency provisions	General Managers	Full Powers

Nature of Powers.	Competent Authority	Monetary Limit
2. Local Consultants (In association with or without other local consultants)		
A. Short-listing of consultants	General Managers	Full Powers
B. Technical selection of consultant	Member/Managing Directors	Full Powers
C. Acceptance/approval of cost of Consultancy Services	i. Member/Managing Director ii. G.Ms. iii. C.Es	Rs. 4 million Rs. 1 million Rs. 2 Lacs at a time
D. Extension of time in Consultancy Services	(i) Member/M.Ds (ii) G.Ms. (iii) Member/Managing Directors	Up to 50% of the scheduled completion time but not exceeding one year. Up to 25% of the scheduled completion time but not exceeding 3 months. Full powers where no extra man month/Hours or additional cost are involved.
E. Variation in Consultancy Cost Estimates		
i. Within scheduled completion time	i. Member/M.Ds ii. G.Ms. iii. C.Es	Up to 25% of the Up to 15% originally Up to 5% agreed cost
ii. For extended period	i. Member/M.Ds ii. G.Ms.	Cost for the extended period
F. Inter-adjustments in man months between various disciplines and direct costs at site office and home office	G.Ms.	Full Powers (Provided such inter-adjustment shall not cause any increase in man-month/direct cost already agreed and approved)
G. Utilization of approved contingency provisions	G.Ms.	Full Powers

Nature of Powers.	Competent Authority	Monetary Limit
H. Approval to employ /replace employees of the Consultants.		
(i) Within rates prescribed in the consultancy Agreement	G.Ms.	Full Powers
(ii) At rates in excess of those prescribed in the Consultancy Agreement	Member/ M.Ds.	Up to 20% excess
3 Special consultants (Foreign/Local) approval to engage special consultants recommended by the Consultants.	Member/Managing Directors.	Full Powers

Note:

1. The following items shall be subject to approval by the Authority
 - (I) Technical proposal of foreign consultants with or without association with local consultant
 - (ii) Enlistment of a local consultant in the panel of approved local consultants
 - (iii) Financial proposal of local consultants exceeding Rs. 4 million.
 - (iv) Increase/ decrease in the existing scope of services of a consultant.
2. Member/M.Ds shall have powers for reasons to be recorded to select and engage local consultant without undertaking normal selection procedure.

SECTION - VIII

POWERS FOR RE-APROPRIATION OF FUNDS WITHIN THE APPROVED BUDGET ALLOCATION OF A SCHEME OR PROJECT

SECTION. VIII
POWERS FOR RE-APPROPRIATION OF FUNDS WITHIN THE APPROVED BUDGET ALLOCATION OF A SCHEME OR PROJECT

(A) Re-appropriation of funds for Capital Works in the sanction budget	(i)	Member/Managing Directors	Full Powers, for re-appropriation of funds between various units of appropriation, sub-heads, minor heads and sub-major heads.
	(ii)	General Managers	
	(iii)	Chief Engineers and officers of equivalent status	
	(iv)	Superintending Engineers and officers of equivalent status	
(B) Re-appropriation of funds relating to other expenditure	(i)	Member/Managing Directors	Full Powers, for re-appropriation of funds between various units of appropriation, under the same minor heads excepting re-appropriation between "pay of Officers," pay of Establishment and "Traveling" Allowances and Fuel Costs.
	(ii)	General Managers	
	(iii)	Chief Engineers and officers of equivalent status	
	(iv)	Superintending Engineers and officers of equivalent status	

Note: The exercise of powers under this Section is subject to the following conditions: -

- (a) The amount for which re-appropriation is required does not exceed the monetary limit for which a competent authority is otherwise empowered to accord administrative approval.
- (b) Re-appropriation is not required to create new item for which funds were specifically refused by the Authority.
- (c) Re-appropriation does not entail any recurring liability for the Authority.
- (d) Re-appropriation, if sanctioned is immediately reported to the next higher administrative authority and the Accounts Officer concerned.

Restriction imposed by the Authority for re-appropriation of funds from one project to another would continue to be enforce.

SECTION-IX

POWERS FOR CREATION AND ABOLITION OF POSTS

SECTION-IX POWERS FOR CREATION AND ABOLITION OF POSTS

Posts to be created as specifically provided for in the approved budget

(A) Creation of a new office / formation with requisite establishment (officers and subordinates)	Member/Managing Directors	Full Powers, for posts up to Basic Pay Scale-18 and may be deemed to have been held in abeyance, subject to the approval of Authority after clearance of scrutiny committee.
---	---------------------------	--

Note: -

For the purpose of obtaining sanction to the creation of charges/posts, the General Manager concerned or the Chief Engineer concerned (if he is directly attached to the Member/Managing Director) shall submit to the Member/Managing Director the following documents/information to justify the creation of charges/posts: -

- (i) Proposition statement on the prescribed form;
- (ii) Nature and importance of work for which charges/posts are to be created;
- (iii) Job description/duty list of each post;
- (iv) Annual financial effect;
- (v) Certificate to the effect that funds stand allocated for creation of charges/posts; and
- (vi) Certificate to the effect that the charges/posts to be created are in accordance with the yardstick if any approved by the Authority.

(B) Creation of posts of the rank of Sr. Engineer and below (Technical and non-Technical)	(i) General Managers (ii) Chief Engineers	The Powers for creation of posts delegated to various officers in Clause B of this Section may be deemed to have been held in abeyance, subject to approval of Authority after clearance of scrutiny committee.
---	--	---

Note: -

A & B above General Managers are empowered for continued sanctioned of post on yearly basis, after creation/sanction of posts by the competent Authority.

Nature of Powers.

Competent Authority

Monetary Limit

Copies of the orders sanctioning the creation of posts shall be required to be endorsed to the next higher administrative authority, the General Manager Finance, Director Finance, Sr. Budget and Accounts Officer.

Creation of posts of workcharged establishment

(C) Creation of posts of workcharged establishment, subject to the condition that the total expenditure on workcharged post: specifically provided for in the sanctioned work estimate does not exceed 1 1/2 percent of the total estimated expenditure on works.	(i) Member/Managing Directors	Full Powers for posts up to BPS-18
	(ii) General Managers	Full Powers for posts up to BPS-17
	(iii) Chief Engineers	Full Powers for posts up to BPS-16. Powers held in abeyance prior approval of Authority is necessary for BPS-17 and above. For BPS-16 and below Member concerned.

Note: -

- (1) Pay of Workcharged Establishment shall not normally exceed that admissible to Regular Establishment of the same category, qualification and experience, on initial appointment. Where, however, it is considered necessary to grant higher pay to Workcharged Establishment, approval of the next higher administrative authority shall be obtained giving full justification, thereof.
- (2) Copies of orders sanctioning the creation of posts shall be required to be endorsed to the next higher administrative authority, the General Manager Finance/Director Finance, Senior Budget and Accounts Officer/Budget and Accounts Officer concerned.
- (3) Ordinarily, Workcharged Establishment shall not be engaged for normal maintenance and repair work for which Regular Establishment already exists, except for works of emergency nature to be specified and reported to the next higher authority.

Abolition of posts other than those sanctioned for indefinite period.

(D) Abolition of posts after completion of work or responsibility for which the same were originally created	(i) General Managers	Full Powers for posts up to the rank of Senior Engineer.
	(ii) Chief Engineers & General Manager Finance GM (Audit)	Full Powers for posts up to the rank of Junior Engineer /B&AO/Audit Officer
	(iii) Superintending Engineers and other officer of equivalent rank and status	Full Powers for posts below BPS-No.17

Abolition of posts sanctioned for indefinite period

(E) Abolition of posts no longer required	Authority competent to create posts	Full powers
---	-------------------------------------	-------------

Note: - Member concerned can accord approval to the abolition of posts in B-19 and above also.

SECTION-X

POWERS FOR CONTINGENT EXPENDITURE

SECTION-X POWERS FOR CONTINGENT EXPENDITURE

Definition:

Contingent expenditure comprises those charges which are incidental to the management of an office "as an office" and includes the cost of stationery, postage, telegram, furniture, advertisement, office rent, books and periodicals charges on account of hot and cold weather, contingent establishment, liveries, repairs to furniture, taxi hire on duty connected with the office and other similar petty charges.

A. Purchase of Stationery articles	(i)	Member/MDs and GM (Admn)	Full Powers
	(ii)	G.Ms	Rs.30,000 at a time
	(iii)	CEs/DGs/ and officers of equivalent status	Rs.20,000 at a time
	(iv)	Superintending Engineer and of equivalent status/Director Budget and accounts/Sr.B&AO post with C.E. and Director Legal WAPDA	Rs.10,000 at a time
	(v)	Sr. Engineers and officers of equivalent status and B&AO posted with Superintending Engineers	Rs.2,000 at a time

Condition: -

The above powers shall be exercised only after a certificate has been obtained from the Central Stationery Office to the effect that the desired type and quality of stationery in question cannot be supplied from the stock in the desired time. No such certificate shall, however, be required in urgent cases involving expenditure of an amount not exceeding Rs. 4,000 at a time in the case of officers mentioned at items (i) and (ii) above and Rs. 2000 at a time in case of officers items (iii) and (iv) above and Rs. 500 at a time in the case of officers mentioned in items (v).

Nature of Powers.	Competent Authority	Monetary Limit
B. Purchase of and repairs of drawing and surveying instruments, furniture, office equipment and Space heaters, room coolers/water coolers Air-conditioning plant	(i) General Managers	Rs.200,000 at a time
	(ii) Chief Engineers	Rs.80,000 at a time
	(iii) Superintending Engineers and officers of equivalent status/Director Budget and Accounts/Sr.B&AO posted with Superintending Engineers	Rs.32,000 at a time
	(iv) Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers	Rs.10,000 at a time

Note: - Purchase of Air-conditioners/Refrigerators is subject to approval of the Member (Finance).

C. 1. Hiring of office furniture	(i) General Managers	Rs.30,000 per annum per office
	(ii) Chief Engineers/DGs and officers of equivalent status	Rs.20,000 per annum per office
	(iii) Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with Chief Engineers	Rs.10,000 per annum per office
	(iv) Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers.	Rs.4,000 per annum per office
2. Hiring of special tools& plants.	(i) General Manager	Rs.120,000 per annum per office.
	(ii) Chief Engineer/D.Gs	Rs.80,000 per annum per office.
	(iii) Superintending Engineer and officers of equivalent status.	Rs.15,000 per annum per office.

Condition:

Hiring of office furniture and special tools and plants shall ordinarily be avoided and the period of hire shall be restricted to six months within which office furniture/special tools and plants shall be purchased if required for longer period and the hired articles returned. Where however, the period of hire exceeds six months but not twelve months, approval of the next higher authority shall be obtained.

Nature of Powers.	Competent Authority	Monetary Limit
D. Expenditure on carriage of official record and other including hiring of transport in emergent case when WAPDA transport is not available	(i) General Managers (ii) CE/DGs and officers of equivalent status (iii) Supdt. Engineers and officers of equivalent status /Director B&AOs posted with Supdt. Engineers (iv) Sr. Engineers and officers of equivalent status and B&AO posted with Superintending Engineer.	Full Powers as per actual expenditure
E. 1. Hiring of non-residential buildings/lands	(i) General Managers (ii) Chief Engineers/DGs and officers of equivalent status (iii) Supdt. Engineers and officers of equivalent status/Dir B&AOs / Sr. B&AO posted with Chief Engineers (iv) Sr. Engineers and officers of equivalent status and B&AOs posted with Superintending Engineers	Rs.25,000 per month Rs.15,000 per month Rs.10,000 per month Rs.5,000 per month
2. Hiring of residential buildings for Officers and subordinates working under them	GMs/C.Es/DGs and officers of equivalent status	Full Powers subject to ceiling, scale and standard as laid down by the Authority for the particular category /class of officers subordinates and subject to assessment of rent by the RAB or by any other committee constituted for the purpose with the approval of the Authority.

Nature of Powers.	Competent Authority	Monetary Limit
F. Appointment of establishment Chargeable to contingencies	i. General Managers ii. C.Es/DGs and officers of equivalent status	Full Powers subject to the condition that the pay allowed does not exceed that sanctioned for regular establishment of the same category and that budget allocation in lump sum or otherwise exists thereof under the sub-head 'contingencies'.
G 1. Electricity, water charges, duties and taxes	i. General Managers ii. C.Es/DGs and officers of equivalent status iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with Supdt. Engineers iv. Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers	Full Powers Full Powers Full Powers Full Powers
H. 1. Postage telegraph and telephone charges	i. General Managers ii. C.Es/DGs and officers of equivalent status iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with CE and Dir. Legal WAPDA iv. Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers	Full Powers, subject to the maximum monetary limit prescribed by the Authority in each case.

Nature of Powers.	Competent Authority	Monetary Limit
(2) Sanction of telephone connections /CLI/ related equipment.	All General Managers	Full Powers, for both office and residential telephone connections personal as well as in respect of officers subordinate to them
(3) Sanction of Internet to the installation of E-mail facility in office/Mobile, Telephone connection	Member concern	

Note: -

1. All residential telephone connections below C.Es require clearance from scrutiny committee.

(I) Purchase of service postage stamps	i. General Managers	Full Powers
	ii. C.Es/DGs and officers of equivalent status	Full Powers
	iii. Superintending Engineers and officers of equivalent status and Director Accounts Area electricity Boards/Director Budget and Accounts/Sr. B&AO	Rs.8000 at a time
	iv. Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers	Rs.4000 at a time
J Hot and cold weather charges	i. General Managers	Full powers as per instructions issued by the Authority from time to time.
	ii. C.Es/DGs and officers of equivalent status	
	iii. Superintending Engineers and officers of equivalent status Director Budget and Accounts/Sr. B&AO posted with CE.	
	iv. Senior Engineers and officers of equivalent status and B&AO posted with superintending Engineers.	

Nature of Powers.	Competent Authority	Monetary Limit	
		<u>Purchase</u>	<u>Hire</u>
K. Purchase and hire of typewriters, Duplicators, Photocopy machine, Fax machine (domestic connections) Calculators and Bicycles for office use	i. General Managers	Full powers except fax Machine	Full Powers for period of 01 year only
	ii. C.Es and officers of equivalent status	-do-	-do-
	iii. Superintending Engineers and officers of equivalent status /Director Accounts/Sr. B&AO and B&AO posted with C.Es	Full powers except for duplicators, photocopy Machines.	Full powers for a period of six months only.

Notes: -

- (1) Purchase/Hire of Typewriters, Duplicators, Photocopy machines, Calculators and Bicycles shall be subject to the scale and standard laid down by the Authority. Where rate contract exists, purchase shall be made from the supplier to whom rate contract has been awarded, after obtaining a "Non-availability certificate" From the CE (Purchase and Disposal).
- (2) Hiring of above-mentioned articles shall ordinarily be avoided. The articles, if hired must be returned within the hired period and new articles purchased, if necessary
- (3) Fax machine of approved brand (domestic connection) may only be purchased with prior approval of Member/MD concerned.

L. Purchase of Liveries	i. General Managers	Full Powers subject to the standard and scale laid down by the Authority
	ii. Chief Engineers and officers of equivalent status	
	iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO	
	iv. Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers.	

Note:

1. Where Rate Contract exists, purchase shall be made from the supplier to whom Rate Contract has been awarded.

Nature of Powers.	Competent Authority	Monetary Limit
M. Printing charges	i. General Managers ii. Chief Engineers and officers of equivalent status iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with C.Es	Full Powers Rs.30,000 in each case Rs.10,000 in each case.
Note: - These powers shall be exercised subject to Budget provision and the WAPDA Printing Press expressing its inability in writing to do the printing work within the desired period and of the desired quality. This condition shall be applicable to officers mentioned in items (ii) and (iii) only.		
N. Copying and translations charges payable on documents obtained from other offices including charges for photo state copies	i. General Managers ii. Chief Engineers and officers of equivalent status iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with C.Es iv. Senior Engineers and officers of equivalent status and B&AO posted with Superintending Engineers	Full Powers Full Powers Full Powers Full Powers
O. Purchase of Daily newspapers and Tech. Periodicals for official use	i. General Managers C.Es/DGs and officers of equivalent status ii. Superintending Engineers and officers of equivalent status and Director Legal WAPDA iii. Senior Engineers and officers of equivalent status iv. Director Public Relations v. Director Accounts/Sr. B&AO/ B&AOs	Full Powers, subject to the number of newspapers being one English one Urdu or any other language and six Tech Journals. Full Powers, subject to the number of newspapers being one English and one any other language and one Tech Journals. Full Powers, subject to the number of newspapers being one English and one any other language. Two sets each of National /Dailies/ Magazines and four foreign Dailies /Magazines. One daily of any language.

Nature of Powers.

Competent Authority

Monetary Limit

Note: -

1. The Technical Journals to be purchased will be approved by the CE concerned, under intimation to his General Manager.
2. The powers to sanction the purchase of newspapers and determining their number would not be delegated to anyone under him.

P. Charges for remittance of pay and allowances of establishment by money order.	i. General Managers	Full Powers
	ii. C.Es and officers of equivalent status	Full Powers
	iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with C.Es	Full Powers
	iv. Senior Engineers and officers of equivalent status and B&AO posted with S.Es	Full Powers
Q. Purchase of Tech. publications, Reports specification and Maps Technical Books, and such other books to facilitate office business	i. General Managers	Full Powers
	ii. C.Es/ officers of equivalent status	Full Powers
	iii. S.Es and officers of equivalent status/ Director Legal WAPDA	Rs. 600 in each case and up to a maximum of Rs.4000 per annum

Notes: -

The books purchases shall be brought on the Register of Library Books and maintained properly.

Q (a) Purchase of Technical non technical publications/books/ periodical/journals/magazines and other printed literature as may be recommended by the Chairman/Members and the Library Management Committee for WAPDA Central Library, WAPDA House.	Secretary and GM (Admn)	Full Powers
---	-------------------------	-------------

Note: -

The books, periodical purchased shall be brought on the Register of Library Books and maintained properly by the Librarian Incharge of the Central WAPDA Library.

Nature of Powers.	Competent Authority	Monetary Limit
R. Expenditure on binding work	i. General Managers	Full Powers
	ii. C.Es and officers of equivalent status	Full Powers
	iii. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with C.Es	Full Powers subject to a maximum of Rs.4,000 per annum
	iv. Senior Engineers and officers of equivalent status and B&AO posted with S.Es	Full Powers subject to a maximum of Rs.1,000 per annum
S. Purchase of Ferro chemicals Ammonia Liquor Ammonia Paper and reproduction supplies	i. General Managers	Full Powers
	ii. C.Es and officers of equivalent status	-do-
	iii. Superintending Engineers and officers of equivalent status	-do-
	iv. Sr. Engineers and officers of equivalent status	-do-
T. Advertisement charges	i. Member/Managing Directors/G.M./Dir (Public Relations)	Rs.40,000 in each case
	ii. General Managers	Rs.20,000 in each case
	iii. C.Es and officers of equivalent status	Rs.15,000 in each case
	iv. Superintending Engineers and officers of equivalent status /Director Accounts/Sr. B&AO posted with S.Es	Rs.8,000 in each case
	v. Senior Engineers and officers of equivalent status and B&AO posted with S.Es	Rs.2,000 in each case

Nature of Powers.	Competent Authority	Monetary Limit
U. Other Contingent expenditure not covered by specific item (Non recurring)	i. Member/Managing Directors ii. General Managers iii. C.Es/DGs and officers of equivalent status iv. Superintending Engineers and officers of equivalent status /Director Budget and Accounts/Sr. B&AO posted with S.Es and Director Legal WAPDA v. Senior Engineers and officers of equivalent status and B&AO posted with S.Es	Rs.40,000 in each case Rs.20,000 in each case Rs.15,000 in each case Rs.5,000 in each case Rs.1,000 in each case

Note: -

The Authority has decided that in view of financial stringency the purchase of Diaries from contingent expenditure is not allowed.

(V) Television sets (color/Black and White) and Video Cassette Recorder /Player.	Member/Managing Directors	Full Powers
--	---------------------------	-------------

✓
A.M.

SECTION-XI

POWERS FOR DISPOSAL OF WAPDA PROPERTY

SECTION - XI
POWERS FOR DISPOSAL OF WAPDA PROPERTY

Disposal of temporary and unserviceable buildings

A. (i) To dismantle and sell temporary un-serviceable buildings	i. Member/Managing Directors	Rs. 75 lacs
	ii. General Managers	Rs. 30 lacs
	iii. Chief Engineers	Rs. 15 lacs

Notes;

- (1) The above powers shall be exercised only after a building has been declared unserviceable by a committee constituted for the purpose by the GM/CE concerned; which shall also include a Sr. Engineer (Civil); provided that the dismantlement of temporary building takes place only after other departments of Government with local interests have been consulted in regard to any use they may have for the building proposed to be dismantled.
- (2) Amounts indicated above refer to reserve value/price of the building.

(ii) Lease of land, buildings and portion thereof belonging to WAPDA	(i) Member/MDs	Full Powers	Subject to lease being openly auctioned and granted up to two years at a time.
	(ii) GMs	Rs. 225,000	
	(iii) C.Es	Rs. 150,000	

Disposal of surplus buildings

B. To sell surplus buildings	(i) Member/MDs	Rs. 75 lacs
	(ii) GMs	Rs. 30 lacs
	(iii) C.Es	Rs. 15 lacs.

Notes: -

- (1) The above Powers shall be exercised only after a building has been declared surplus by a committee constituted by the General Manager/Chief Engineer concerned which shall also include a Sr. Engineer (Civil) provided that the sale takes place only after other departments of Government with local interest have been consulted in regard to any use they may have for the surplus building proposed to be sold.

- (2) Amounts indicated above refer to reserve value/price of the building.

Declaration of store materials, instruments, tools and plants and equipment and vehicles including spare parts as surplus, unserviceable or Scrap.

C. To declare store materials instrument tools and plants and equipment and vehicles including spare parts as surplus un-serviceable or scrap.	(i)	Member/Managing Directors	Full Powers
	(ii)	General Managers	Rs. 25 lacs in each case
	(iii)	Chief Engineers	Rs. 15 lacs in each case.
	(iv)	S.Es and officers of equivalent status /Director (Transport) as Convener of the condemnation Board (For vehicles only)	Rs. 8 lacs in each Case.

Notes: -

- (1) The declaration of store materials, instruments, tools and plants and equipment and vehicles including spare parts as surplus, unserviceable or scrap shall be made subject to the conditions laid down in WAPDA Disposal Procedure and on the recommendation of a Committee constituted for the purpose by the General Manager/Chief Engineer concerned as given in Chapter- V of the Disposal Procedure, however, it shall also include a Representative of Finance/Accounts not below the rank of a Grade-17 Officer.
- (2) Amount indicated above refers to the reserve price of store material, etc.
- (3) G.M/ Head of division may delegate the power to S.E/ Officers of equivalent status upto—Rs.10 Lacs.

Disposal of surplus store materials, instrument, tools and plants, equipment and vehicles including spare parts

D (1) To dispose off store materials, Instruments, tools and plants And equipment declared as surplus, unserviceable or scrap by the competent authority mentioned in item (C) above	(i) General Managers (ii) CE (P&D)	Full Powers a) Rs. 1.5 crores if bid price is equal to or more than the reserve price. b) Rs. 30 lacs if bid price is 75% of the reserve price or more. c) Rs. 15 lacs if bid price is less 75% of the reserve Price. a) Rs.15 lacs, if bid price is equal to or more than reserve price. b) Rs.3 lacs, if bid price is 75% of the reserve price or more. c) Rs.60,000 if bid price is less then 75% of the reserve Price.
	(iii) Director (Disposal)	

Superintending Engineers and officers of equivalent status may, however, exercise the powers up to Rs. 15,000, with the approval of Disposal Division, where bid price is above reserve price.

(2) To dispose of vehicles declared as unserviceable by the competent authority mentioned in item (C) above	i. General Manager ii. Chief Engineer (Purchase and Disposal)	Full Power a) Rs. 1.5 crores, if a bid price is equal to or more than the reserve price. b) Rs. 30 lacs, if bid price is 75% of the reserve price or more. c) Rs. 15 lacs if bid price is less than 75% of the reserve price.
---	--	--

Nature of Powers.

Competent Authority

Monetary Limit

iii. Director (Disposal)

Rs. 15 lacs, if bid price is equal to or more than the reserve price.

Notes: -

- (1) The above powers shall be exercised strictly in accordance with the WAPDA Disposal Procedure.
- (2) Amounts indicated above refer to the reserve price.
- (3) Disposal of all serviceable material would be in accordance with the Disposal Procedure.
- (4) The amounts indicated above refer to the reserve price of each lot when stores are sold in lots, and to the reserve price of each item when sold item-wise.

Disposal of waste, ash and oil, trees, agricultural produce and grass growing on WAPDA land

(3) To sell trees, agricultural produce or grass growing on WAPDA land, waste, ash or oils etc,	i. General Managers ii. Chief Engineers iii. Supdt. Engineers and officers of equivalent status	Full Powers subject to the condition that in case of private treaty, contract shall not be entered into for a period more than one year at a time. Full Powers Full Powers Full Powers
E. To allow felling of trees in power houses and colonies etc. causing obstruction to sell such felled/fallen trees through auction or private treaty	i. General Managers ii. Chief Engineers iii. Superintending Engineers and officers of such equivalent status	

SECTION-XII

**POWER FOR PAYMENTS UNDER COURT ORDERS, DUES AND
WAIVER OF INTERNAL AUDIT OBJECTIONS AND WRITE-OFF
OF IRRECOVERABLE AMOUNTS ETC.**

SECTION-XII

**POWER FOR PAYMENTS UNDER COURT ORDERS, AND WAIVER OF INTERNAL AUDIT OBJECTIONS
AND
WRITE-OFF OF IRRECOVERABLE AMOUNTS ETC.**

(A) Payment under Court Order or as per decision of Advisory Board	i. Member/Managing Director	Full Powers
	ii. General Managers	Rs.3,00,000
	iii. Chief Engineers	Rs.150,000
	iv. Superintending Engineers and officers of equivalent status	Rs.30,000
	v. Director Budget and Accounts/Senior Budget and Accounts Officers	Rs.30,000
	vi. Senior Engineers and officers of equivalent	Rs.30,000

Note: -

The advisability of going in appeal against the court orders shall be examined in consultation with the Legal Adviser, WAPDA in each case and necessary action taken within the limitation period. All cases involving payment beyond Rs. 150,000 shall be reported by the competent authority to Legal Adviser for information of Authority.

(B) Waiver of internal audit objections and write off of irrecoverable amount	i. General Manager Finance	Rs.5,000 in each case.
	ii. Director General Finance	
	iii. General Manager/Chief Auditor	

Note: -

These powers are to be exercised in respect of items placed under objection not because the whole or any part of the expenditure is unjustifiable in itself, but because it is not exactly covered by relevant rules or the Authority for the same is insufficient, or full proof that the expenditure has been incurred, has not been produced. The following conditions shall also be fulfilled: -

- (i) The expenditure must not be of a recurring nature. Where the objection is based on insufficiency of sanction, General Manager Finance must be satisfied that the Authority empowered to sanction the expenditure would accord sanction if requested to do so.
- (ii) Where the objection is based on insufficient of sanction or proof of payment/expenditure the General Managers Finance must be satisfied that undue trouble would be caused by insistence on submission of full proof and that there are no reasons to doubt that the charge has actually been paid.

SECTION-XIII

POWER FOR WRITE-OFF OF LOSSES

SECTION-XIII
POWER FOR WRITE OFF OF LOSSES

General conditions to be observed for write-off

- (1) All losses, whether of public money or of stores, shall be subjected to preliminary investigation by the officer in whose charge they were to fix the cause of the loss and the amount involved.
- (2) When an investigation into a case of loss due to theft, fraud or neglect discloses a defect of system and when irrecoverable loss is due to that cause, report shall be made to the Authority through the usual channels and the General Manager Finance with a recommendation for rectifying the defect.
- (3) When the preliminary investigation shows that the loss is not due to theft, fraud or neglect, it will be written-off by the competent authority in consultation with the General Manager Finance or his local representative. If preliminary investigation shows that the loss is due to theft, fraud or neglect the case will be immediately submitted to the next higher authority. This authority shall arrange, within one week of the receipt of case, constitution of an Inquiry Committee to investigate the reported loss unless the loss involved is of Rs. 5,000 or less in which case the constitution of Inquiry Committee may at its discretion, be dispensed with. The Inquiry Committee shall submit within 30 days its report to the competent authority who shall in consultation with the General Manager Finance or his representative of appropriate status take action according to the circumstances of the case.

(A) IF THE PERSONS RESPONSIBLE ARE NOT WAPDA EMPLOYEES

- (i) He may write-off the entire loss for reasons to be recorded in writing.
- (ii) He may allow but cannot compel, the individual or individuals concerned to make good the loss in whole or in part. If the loss is made good in part he may sanction the write-off of the balance for reasons to be recorded in writing.
- (iii) He may lodge a report in writing at the nearest police station in cases of serious nature involving loss of large amounts of public money or of valuable property with a copy to the Superintendent of police concerned for prompt investigation and persecution of the accused. He may also with the sanction of the Authority, file a recovery suit against the person responsible for the loss in a court of law.
- (iv) Anyone or more of the above courses of action may, at the discretion of the competent authority, be taken against the persons responsible.

(B) IF THE PERSONS RESPONSIBLE ARE WAPDA EMPLOYEES

- (i) He may write-off the entire loss for reasons to be recorded in writing.
- (ii) He may allow but cannot compel, the individual or individuals concerned to make good the loss in whole or in part, If the loss is made good in part, he may sanction the write-off of the balance for reasons to be recorded in writing.

- (iii) He may take departmental action against the individuals responsible, or in cases where such action require the orders of a higher Authority submit the case, for, orders together with his recommendation.
- (iv) He may lodge a report in writing at the nearest police station in cases of serious nature involving of large amounts of public money or of valuable property, with a copy to Superintendent or police concerned for prompt investigation and prosecution of the accused. He may also with the sanction of the Authority file a recovery suit against the person responsible for the loss in a court of law.
- (v) Anyone or more of the above courses of action may, at the discretion of the competent authority be taken against the persons responsible.

Notes:

- 1) Where the reported loss is less than Rs. 150,000. The matter will be reported directly by the Superintending Engineer concerned to chief Engineer, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -

i. A Grade 18 officer	Convener
ii. A Grade 17 officer from Audit (outside the project).	Member
iii. A Grade 17 officer from Directorate of investigation.	Member
- 2) Where the reported loss amounts to more Rs. 150,000 and less than Rs. 10,00,000 the matter will be reported by the chief Engineer concerned to General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -

i. A Grade 19 officer	Convener
ii. A Grade 18 officer from Audit (outside the project).	Member
iii. A Grade 18 officer from Directorate of investigation.	Member
- (3) Where the reported loss amounts to more than Rs.10,00,000 and less than .20,00,000 the matter will be reported by the Chief Engineer concerned to the Member/Managing Director concerned through General Manager concerned, who will decide whether in the light of facts of the case or the interest of justice an enquiry should be conducted through an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -

i. A Grade 20 officer	Convener
ii. A Grade 19 officer from Audit (outside the project).	Member
iii. A Grade 18 officer from Directorate of investigation.	Member

- (4) Where the reported loss amounts to Rs. 20,00,000. And above the matter will be reported by the Chief Engineer concerned to the Authority through General Manager (M&S) under intimation to Member/Managing Director concerned. The Authority shall decide whether in the light of facts of the case or the interest of justice an enquiry officer or enquiry committee. The enquiry committee, if ordered, shall be constituted as under: -
- (5) The Enquiry committee so constituted under notes- 1,2,3 & 4 above shall have a convener who will always be, at least one grade Higher than the one being enquired into.
- (6) The enquiry officer, if ordered, shall be at least one grade higher than the officer, being enquired against. However, in case of enquiry against a grade 20/21 officer, the officer in same grade senior to the officer being enquired against, could also be appointed.

II POWER TO WRITE-OFF OF LOSSES

The financial powers of officers in respect of losses referred to above shall be as shown below:

Competent authority	Losses not due to theft, fraud or neglect.	Losses due to theft, fraud or neglect.
i. Member/Managing Director	Full Powers	Rs. 1.5 Lakhs
ii. General Managers	Rs. 3 Lakhs	Rs. 90,000
iii. Chief Engineers	Rs. 180,000	Rs. 75,000
iv. SE and officers of equivalent status	Rs. 60,000	Rs. 15,000
v. Sr. Engineer and officers of equivalent status.	Rs. 10,000	Nil
i. A Grade 20 officer		Convener
ii. Director (Investigation)		Member
iii. A Grade 19 officer to be nominated by Member Finance		Member

III The financial powers of officers in respect of other losses referred to above shall be as shown below: -

A To write-off of losses on stock due to depreciation or variation in prices on receipt of debit advice i.e. book losses only as opposed to actual losses.	i. Member/Managing Directors	Full Powers
	ii. General Managers	Full Powers
	iii. Chief Engineers	Rs. 1.5 Lac.
	iv. S. Es. And officers of equivalent status.	Rs. 75,000

Nature of Powers.	Competent Authority	Monetary Limit
B To writ-off books other than measurement books, and accounts books, lost or rendered unserviceable in their own and subordinate offices.	(i) General Manager (ii) Chief Engineers (iii) S. Es.	Full Powers in accordance with relevant rules.
C To write-off of losses due to demurrage and wharfage charges.	(i) Member/Managing Directors (ii) General Managers (iii) Chief Engineers (iv) Superintending Engineers and officers of equivalent status. (v) Demurrage Committee constituted by the Authority.	Full Powers Rs. 60,000 Rs. 45,000 Rs. 20,000 Full Powers

Note:

All cases of write-off of losses shall be processed in accordance with the relevant rules in each case, and shall be subject to cent percent post-audit by the Chief Auditor WAPDA.

D Powers to remit over payment of Pay and allowances made to WAPDA employees due to oversight or misinterpretation of rules.	(i) Member concerned. (ii) Member concerned in consultation with Member Finance	Rs. 12,000 in each case Rs. 30,000 in each case
--	--	--

Note:-III

- (i) The above financial powers will be exercised after conducting thorough investigation of each case, in order to fix responsibility for over payments, upon the concerned officers/officials due to whose negligence, the overpayment was made.
- (ii) Suitable disciplinary action under the relevant E&D Rules will be taken against the officers/officials responsible for overpayment.
- (iii) The Authority has further decided that such cases should be properly examined by the GMF and his audit reports be routed through the respective Director (Finance) who will submit their recommendations on merits of each case to the Member concerned for decision.

SECTION-XIV

POWERS FOR ADVANCES TO EMPLOYEES

SECTION - XIV POWERS FOR ADVANCES TO EMPLOYEES

A Advance for the construction/ Purchase of a house or a plot of land for construction of a house.	i. Member/Managing Directors ii. General Managers iii. Chief Engineers iv. D.G Finance and Equivalent status. v. Superintending Engineers and officers of equivalent status.	Full Powers in accordance with Relevant rules in case of officer and subordinates on whom they are competent to impose major Penalty under the relevant Efficiency And Discipline Rules.
B Advance for the purchase of a Car, Motor Cycle/Scooter	i. Member/Managing Directors ii. General Managers iii. Chief Engineers iv. D.G Finance and Equivalent status	Full Powers in accordance with Relevant rules in case of officers On whom they are competent to impose major penalty under the relevant Efficiency and Disciplinary rules.
Note:		
Member/Managing Directors concerned shall exercise the full powers in respect of General Managers/Chief Engineers and equivalent also.		
C Advance for the purchase of a Cycle.	i. General Managers ii. Chief Engineers iii. D.G Finance and Equivalent status iv. Superintending Engineers and officers of equivalent status	Full Powers in accordance with Relevant rules in case of officers and subordinates on whom they are competent to impose major Penalty under the relevant Efficiency and Discipline Rules.
D Traveling allowance and salary on transfer.	i. Member/ Managing Directors ii. General Managers iii. Chief Engineers iv. D.G Finance and officer of Equivalent status v. Superintending Engineers and officers of equivalent status/ Director B&AO/Sr. B&AO & B&AO vi. Senior Engineers and officers of equivalent status.	Full Powers up to the limit fixed in the traveling Allowance Rules, plus salary of one month only. Same powers as above in respect of members of the establishment for whom they act as controlling officers vide Appendix 'A' of WAPDA T.A Rules.

SECTION-XV

PURCHASES FOR WAPDA HOSPITALS/DISPENSARIES

SECTION-XV
PURCHASES FOR WAPDA HOSPITALS/DISPENSARIES

A	Purchase of Medicines Drugs /Dressing for Hospital /Dispensaries	i. Director General Medical Services	Full Powers.
		ii. General Managers	Rs. 225,000 per quarter.
		iii. Chief Engineers	Rs.1,50,000 per quarter
		iv. Other Supdt, Engineers having administrative control of dispensaries	Up to Rs. 100,000 per quarter
		v. Resident Engineers (Power Houses) of the status of S.Es	Rs.1,00,000 per quarter
		vi. Other REs (Power Houses) of the status of Sr. Engineers.	Rs.75,000 per quarter
		vii. All Medical Supdt. (B-19)	Rs.1,00,000 per quarter
		viii. All Medical Supdts/DMS in grade 18.	Up to Rs.75,000 per quarter

Note: The above powers shall be exercised only for purchase of medicines through Rate Contract and Tender/Quotation. However, Medical Superintendent/Deputy Medical Superintendent/Senior Medical Officer/Medical Officer Incharge of WAPDA Hospital/Dispensary are allowed to exercise full powers for local purchase of medicines from approved WAPDA Chemists through Green Slips within the permissible limit fixed by the Authority from time to time and approved budget allocation for Drugs and Dressings for the year."

B	Purchase of medical X-Rays, Dental hospital equipment, Surgical instruments laboratory Chemicals /equipments etc.	i. Director General Medical Services	Full Powers.
		ii. General Managers	Rs. 60,000 per transaction.
		iii. Chief Engineers	Rs. 45,000 per transaction.
		iv. Resident Engineers (BPS-19)	Rs. 30,000 per transaction.
		v. All Medical Supdts (B-19)	Rs. 30,000 per transaction.
		vi. All Medical Supdt. /DMS in Gr.18	Rs. 7500 per transaction.
C	Expenditure on diet Provided to Hospitalized patients	i. Chief Engineers	Full powers.
		ii. S.Es/REs having Control of Dispensaries	Full Powers.
		iii. All Medical Superintendents /Deputy Medical Superintendents in B-19	Full powers
		iv. All MS/DMS in Gr-18	Full Powers
D	Payment of washing Charges in hospital	i. DGMS	Full Powers
		ii. General Managers	Full Powers
		iii. Chief Engineers	Full Powers
		iv. Superintending Engineers/Resident Engineers	Full Powers
		v. All MS (B-19)	Rs.6,000 per transaction
		vi. All MS/DMS in Gr-18	Rs. 1,500 per transaction

Subject to yardstick approved by the authority.

Nature of Powers.	Competent Authority	Monetary Limit
E Purchase of blood for hospitalized Patients in emergency cases	(i) All MS (B-19) (ii) All MS/DMS Gr-18	Full Powers As per Govt blood bank rate in each Case.
F To dispose of X-ray Waste water	(i) DGMS (ii) All Medical Supdt.Gr.B-19 (iii) All MS/DMS in Gr.18	Full Powers Full Powers Full Powers
G Purchase of Consurveyancy items for Hospitals/ dispensaries	(i) DGMS (ii) G.Ms (iii) C.Es. (iv) S.Es/REs (v) All MSs-B-19 (vi) All DMSs/MS 18	Full Powers Rs. 15,000 per quarter only. Rs. 10,000 per quarter → Rs. 7,500 -do- Rs. 7,500 -do- Rs. 3,000 -do-
H Purchase of mattress Pillows etc.	(i) DGMS (ii) G.Ms (iii) C.Es (iv) S.Es/REs (v) All MSs B-19 (vi) All DMSs/MSs B-18	Full powers Rs. 15,000 per quarter. Rs. 10,000 per quarter. Rs. 7,500 -do- Rs. 7,500 -do- Rs. 3,000 -do-
I Purchase of medical Gases	i. DGMS ii. G.Ms iii. C.Es iv. All MSs B-19 S.Es/REs v. All DMS/MS (B-18)	Full Powers. Rs.4500 per transaction Rs.3000 per transaction Rs. 1500 -do- Rs. 750 -do-
J Purchase of hospital dispensary linens/ blankets etc.	i. DGMS ii. G.Ms iii. C.Es iv. S.Es/REs v. All MSs B-19 vi. All MS/DMSs (B-18)	Full Powers. Rs. 30,000 per transaction Rs. 22,500 per transaction Rs. 15,000 -do- Rs. 15,000 -do- Rs. 4,500 -do-

Nature of Powers.	Competent Authority	Monetary Limit
K Repair /maintenance of medical/surgical/ laboratory/X-ray/ dental/hospital/ dispensaries equipment	i. DGMS	Full Powers.
	ii. G.Ms	Rs. 15,000 per transaction
	iii. C.Es	Rs. 7,500 per transaction
	iv. S.Es/REs	Rs. 3,000 –do-
	v. All MSs B-19	Rs. 3,000 –do-
	vi. All DMs/MSs (B-18)	Rs. 750 –do-
L X-Ray Films/chemicals and laboratory chemicals kit/ re-agents	i. DGMS	Full Powers.
	ii. G.Ms	Full Powers.
	iii. C.Es	Full Powers
	iv. S.Es/Res	Rs. 30,000 per transaction
	v. All MSs B-19	Rs. 30,000 per transaction
	vi. All DMs/MSs (B-18)	Rs. 2,000 –do-

Note: All MSs & DMSs shall route their cases through their local controlling officers i.e. S.Es, C.Es & GMs.

SECTION. XVI
MISCILLANEOUS POWERS

SECTION. XVI

MISCELLANEOUS POWERS

A	Sanction of Law charges	i. General Manager ii. Chief Engineers iii. Superintending Engineers/ Director Accounts/ Director Budget & Accounts/Senior Budget & Accounts Officers and Senior Engineers, duly authorized by officers a (i) or (ii) above iv. Director Legal WAPDA	i. Full Powers in accordance with the Schedule of Fees approval by the Authority. ii. Fees in excess of those shown in the Schedule of Fees, with the approval of M (F) in consultation with the Legal Advisor, WAPDA in each individual case.
B	i. Expenditure on formal Ceremonial functions.	i. General Manager	Rs. 15,000 in each case
	ii. Serving meals to visiting VIP Guests invited to attend formal ceremonial functions.	ii. General Manager	Rs. 10,000 in each case.
	iii. Serving light refreshment to participants of formal ceremonial functions.	iii. General Manager	Rs. 6,000 in each case
	iv. Serving meals to Dignitaries/ VIPs on occasions other than ceremonial functions	i. CE/Project Directors ii. Resident Engineers (S.E. status)	Rs. 3,000 in each case Rs. 2,000 in each case.
	v. Serving light refreshments on occasions on other than ceremonial functions.	i. CE/Project Directors ii. Resident Engineers (S.E. status)	Rs. 1500 in each case Rs. 500 in each case.
	vi. Distribution of sweets on religious and national functions to patients in WAPDA Hospital, Children and other participants of religious functions.	i. Secretary and GM (Admn) at Lahore ii. GM at out stations iii. C.Es holding independent charge at out stations	Up to Rs. 2,000 in each case Up to Rs. 2,000 in each case Rs. 1,500 in each case

Nature of Powers.

Competent Authority

Monetary Limit

The term "ceremonial functions" shall be deemed to include the following only: -

- (i) Formal foundation laying or formal opening of any project after its completion.
- (ii) Illuminations etc: arranged at the instance of Government on special occasions such as 'Independence Day', 'Pakistan Day' and 'Defense of Pakistan Day' etc.

Notes: -

- (1) The officers competent to sanction the expenditure up to the amount specified must have proper estimates of expenditure.
- (2) In case not covered by this delegation and where it is necessary to entertain or present gifts to foreign personnel teams, Pakistan VIPs and other VIPs arriving in the country, the General Manager's, Chief Engineers and General Manager Finance should initiate proposal for such entertainments or presentation of gift and submit the same to next higher authority for sanction 'inter alia' giving the following information: -

(a) The number of individuals, team or party, whom it is proposed to entertain or present gifts.

(b) Type of: entertainment (e.g.) dinner or lunch etc.

(c) In the case of presentation of gift (s) the number and value of the gifts.

C.	Light refreshment to participants of official meetings	General Manager/ Chief Engineers/	(a) Rs. 15 per head (For tea and biscuits)
D.	Serving meals to departmental labor (skilled semi-skilled and unskilled) camped at site of work when called upon to work on un-foreseeable emergency or break-down of serious nature likely to last for 24 hours or more	Superintending Engineers In charge of work	(b) Rs. 25 per head per day No honorarium or award shall be admissible recipient of this allowance.
E. (1)	Compensation to workmen/ under the Workmen Compensation Act	i. General Managers ii. Chief Engineers iii. Superintending Engineers and officers of Equivalent status iv. Senior Engineers and officers of equivalent status	Full Powers provided compensation does not exceed the scale laid down in the workmen compensation Act. Up to the amount admissible under the Workmen Compensation Act, (in fatal cases only).

Notes: - To expedite settlement of compensation claims, payments may be post-audited. However cases in which there is a doubt as to the applicability of the Workmen Compensation Act, shall be referred to the Legal Adviser, WAPDA for legal advice.

Nature of Powers.	Competent Authority	Monetary Limit
(ii) Compensation to an individual under a specific law-rules or judgment of court	General Managers	Full Powers, subject to the advice of Legal Adviser, WAPDA, who will bring to notice of the Authority cases involving expenditure exceeding Rs. 1,00,000.
F i. Honoraria to employees in Basis Pay Scale No. 15 and below	i. General Managers ii. Chief Engineer or Officer of equivalent status.	Up to a maximum of Rs. 1500 in each case.

- Notes: (1) Honoraria will be admissible to WAPDA employees for work performed which is occasional in character and either so laborious or of such Special merit as to justify a special reward. In the case of personal staff the case will be referred to the next higher authority.
- (2) Employee in BPS 16 and above will not be entitled to the grant of Honoraria in cash but only certificate of merit will be issued, a copy of which may be placed in their ACR dossiers.

(ii) Fee	i. General Manager	Up to a maximum of Rs.40,000 in each case subject to a maximum of Rs. 20 Lacs in a financial year in all cases.
	ii. CE and officers of equivalent status.	Up to a maximum of Rs. 24,000 in each case subject to a maximum of Rs. 12 lacs in a financial year in all cases.

- Notes: - (1) Arbitration fee will be admissible to WAPDA officers with the concurrence of Legal Adviser, WAPDA, taking into consideration the nature of each case and subject to existing instructions.
- (2) The powers delegated for grant of fees shall be exercised after the work has been undertaken with prior consent of the member concerned and its amount has been settled in advance.
- (3) Fee is generally to be paid to non-employee of the Authority but the competent authority may allow 'Fee' to a WAPDA employee if it is satisfied that this can be done without detriment to public or private body or person and to permit him to receive remuneration thereof.
- (4) Wherever the fee is to be paid beyond the powers of General Managers, the case will be decided by the member concerned in consultation with Member (Finance).

Nature of Powers.	Competent Authority	Monetary Limit
iii Reward	i. General Manager/ chief auditor/ DG Finance (B&C)	Rs. 4,000 in each case subject to a max. of Rs. 100,000 in a financial year.
	ii. Chief Engineers and Officers of equivalent status.	Rs. 1,500 in each case subject to a max. of Rs. 60,000 in a financial year.

Note: - It is payable to both employees for exceptionally good work done and to non-employees for assistance or service rendered on emergencies to the Authority.

G	Reimbursement of medical expenses to employees	(i) Member/Managing Directors	Full Powers.
		(ii) GMs/Chief Auditor/DGF B&C	Rs. 100,000 in each case of hospitalization and Rs. 30,000 in each case of other cases.
		(iii) Chief Engineers and Officers of equivalent status.	
		(iv) Superintending Engineers and officer of equivalent status Director Budget & Accounts/Sr. Budget & Accounts Officers.	Rs. 20,000 in each case of hospitalization and Rs. 5,000 in each case in other cases.
		(v) Senior Engineers and officers of equivalent status	Rs. 5,000 in each case of hospitalization and Rs. 1,000 in each case in other cases.

Note:

GM/Chief auditor/DGF B&C concerned are also authorized to sanction reimbursement medical expenses upto Rs. 2.50 Lacs in emergent cases duly processed and approved by Wapda central medical board, Lahore.

Nature of Powers.	Competent Authority	Monetary Limit
H Purchase of petrol motor oil and lubricant.	(i) General Managers (ii) Chief Engineers (iii) Superintending Engineers and officers of equivalent status and Director Transport (iv) Senior Engineers and officers of equivalent status (v) Junior Engineers and officers of equivalent status	Full powers subject to the following conditions and prior sanction of estimate by the competent authority. (a) POL shall not be purchased from private petrol pumps at 'stations/places where WAPDA /Foundation's petrol pumps operate except when WAPDA Petrol Pumps is closed or the incharge of WAPDA Petrol Pumps certificates in writing, that the required quantity of POL cannot be supplied from the WAPDA petrol Pump. (b) At station/places where WAPDA petrol pumps do not operate POL shall be purchased from only those private petrol pumps which stand approved by the Dir. Transport/ Project Director/ SE concerned.
I. Powers to sanction investigation of time barred claims of WAPDA employees to arrears of pay / allowance	(i) General Managers (ii) Chief Engineers	Full Powers in respect of claims less than three years old for employees whom they are competent to appoint
J. Inter-adjustment between shortages and surpluses of same item of stores	(i) Member/Managing Directors (ii) General Managers (iii) Chief Engineers	Rs. 50,000 Rs. 30,000 Rs. 20,000

Conditions:

- (1) Before exercising the above powers, proper inquiry shall be held to determine the causes of shortages/surpluses in stores and responsibility fixed thereof on the officials at fault.
- (2) The above powers shall be exercised only in cases where shortages/surpluses are not due to any misappropriation, but only due to some error or omission through oversight.

Nature of Powers.

Competent Authority

Monetary Limit

- (3) Inter-adjustment shall be allowed only between shortages and surpluses in the consecutive and nearby sizes/capacities of same item of stores and not between two separate and distinct items of stores.

K	Compensation for land acquisition under the Land Acquisition Act 1984	(i)	Chief Engineers	Full Powers
		(ii)	Superintending Engineers and officers of equivalent status	Rs.15 lacs

Notes: -

1. Assessment of compensation shall be based on the estimates provided by the Deputy Commissioner/Commissioner/ Board of Revenue.
2. Copies of orders sanctioning payment of compensation shall be endorsed to the next higher authority and the Audit Officer concerned giving full details of the land acquired.

Nature of Power	Authority competent to make assessment	Authority competent to approve assessment made by the Authority mentioned in col.2	Authority competent to make payment of the amount approved	Monetary Limit
L. Compensation for damages to crops, trees and other property in the course of construction of works, project roads, installation of SCARPS tube wells and drainage and investigation works under Section 14(2) of WAPDA Act, 1958.	Land Acquisition Officers/Tehsildar	Chief Engineer concerned	Superintending Engineer jointly with LAO/Tehsildar	Above Rs.1,00,000
	Tehsildar/Assistant Land Acquisition Officer	Chief Engineer concerned	XEN concerned jointly with LAO/Tehsildar	Above Rs.60,000 And up to Rs.1 lacs.
	Tehsildar/Assistant Land Acquisition Officer	Superintending Engineer concerned	Executive Engineer concerned jointly with Tehsildar/ALAO,	Above Rs.10,000 & up to Rs.60,000
	Tehsildar/Assistant Land Acquisition Officer	Executive Engineer concerned.	SDO jointly ALAO/ Naib Tehsildar	Above Rs.500 & up to Rs.10,000
	Tehsildar/Assistant Land Acquisition Officer	SDO concerned	SDO jointly ALAO/ Naib Tehsildar	Up to Rs. 500

Notes: -

- (1) The abbreviations "ALO" and "ALAO" used in column 4 denote "Land Acquisition Officer" and "Assistant Land Acquisition Officer" respectively.
- (2) Assessment of compensation shall not be made at rates exceeding those fixed by the Deputy Commissioner/Collector of the District except with the prior approval of the Authority.
- (3) Copies of orders sanctioning payment of compensation for damages shall be endorsed to the next higher authority and the Branch Audit Officer concerned giving full details of damages.
- (4) Where no ALAO/Naib Tehsildar is posted, Tehsildar shall exercise the above powers.

M	To rent out heavy Machinery like Gantry Crane and Tower Crane etc. to contractors for the construction of WAPDA Projects	General Manager	Full Powers.
N	To sanction advance payment for expenditure on medical treatment in an approved Hospital/ Institute in Pakistan to entitled employees in Emergent cases duly processed by the Central Medical Board WAPDA Lahore.	1. Member/Managing Director 2. General Managers	Full Powers. 2.5 Lacs

Nature of Powers.	Competent Authority	Monetary Limit
O <u>Purchase of Computer</u>		
(i) Purchase of mid range/ mainframe Computers and related equipments required	Authority	Full Powers.
(ii) Purchase of Micro Computers and related equipment as required	Member/Managing Director	Full Powers
(iii) Purchase of Computer's related equipment	General Manager	Full Powers.
P. Repair of micro/mid-range/ mainframe computers including related equipments and entering into maintenance agreements.	(i) Members. (ii) MDs (iii) GMs/DGs (IS) (iv) Chief Engineer/Chief Auditor/DG and officer of equivalent status.	Full Powers Full Powers Rs. 50,000 in each case Rs., 1,000 in each case.

Notes:

- (1) Purchase/maintenance of the microcomputers, mid-range computers/mainframe computers and related equipment shall be approved subject to the technical vetting by Director General (information System).
- (2) The maintenance agreement shall be made for a period of only one year at a time and annual maintenance cost should not in any case exceed 10% of the total cost of the equipment or market prevailing price whichever is less.

Q. Training expenses Local /Foreign	General Manager	Full powers.
--	-----------------	--------------

Note.

Foreign training is subject to availability of foreign budget in the relevant head except provided in the contact agreement where expenses are not to borne by WAPDA.

R. Scholarship to brilliant student (children of WAPDA Employee).	General Manager/Chief Engineer	Full power subject to condition laid down by the Authority.
---	--------------------------------	---

SECTION – XVII

**POWERS FOR VARIOUS MATTERS CONTAINED IN THIS BOOK
AND POWERS NOT CONTAINED IN THIS BOOK BUT
SPECIFICALLY DELEGATED BY GENERAL OR SPECIAL
ORDER
OF THE AUTHORITY**

SECTION – XVII

POWERS FOR VARIOUS MATTERS CONTAINED IN THIS BOOK AND POWERS NOT CONTAINED IN THIS BOOK BUT SPECIFICALLY DELEGATED BY GENERAL OR SPECIAL ORDER OF THE AUTHORITY

Financial and administrative powers specifically delegated by the Authority to the various officers of WAPDA from time to time, shall continue to be enjoyed by them as heretofore.

SECTION – XVIII

DEFINATIONS

SECTION-XVIII

DEFINATIONS

1. "ADMINISTRATIVE APPROVAL"

This term denotes the formal acceptance by the competent Authority or the proposal for incurring any expenditure or a work initiated by, or connected with the requirement of the Authority. It is, in effect, an order to execute specified works within a stated sum to meet the administrative needs of the Authority.
2. "ADVANCE PAYMENT"

This term means a payment on a running account to a contractor for works done by him but not measured.
3. "APPROPRIATION"

This term means the allotment from within a unit of appropriation of a particular sum of money to meet expenditure on a specified object.
4. "AUTHORITY"

This term means the Water and Power Authority established under Section 3 (1) of Wapda Act. 1958.
5. "BANK"

This term means the bank with which the Authority transacts its business and with which the officers concerned, of the Authority are authorized to deposit or receive money on behalf of the Authority.
6. "BUDGET" OR "ANNUAL FINANCIAL STATEMENT"

This term means the estimate of revenue receipts and expenditure for each financial year to be laid before the Authority for its examination and approval.
7. "COMPETANT AUTHORITY"

This term means the "Authority" or any other officer of the Authority (Including chairman and Members of the Authority) to whom relevant powers may be delegated by the Authority by general or special order.
8. "DEPOSIT WORK"

This term is applied to works of construction or repair, the cost of which is met, not out of Authority's funds, but out of funds from non-Authority. Sources, which may either be deposited in cash or otherwise placed at the

other disposal of a competent Authority. Works executed for municipalities and other public bodies fall under this category when the cost is chargeable either to cash deposits made for the purpose, or to their credits balances at banks. However the work of providing service connection on payment of cost thereof does not fall within the definition of "Deposit Works".

*It is also applied to Wapda works executed through other Govt. agencies like railways, T & T etc. against payment.

9. "DETAILED HEAD OF ACCOUNT"

This term denotes the division or a sub-division of a minor head of account.

10. "FINAL PAYMENT"

This term denotes the last payment on a running account made to a contractor on completion or termination of his contract and in full settlement of the account.

11. "FINANCIAL YEAR"

This term denotes the period from 1st July to 30th June (both inclusive) for which budget is prepared and for which account kept.

12. "GRANTS"

This term denotes the amount approved by the Authority in respect of a demand for Grant.

13. "INTERMEDIATE PAYMENT"

This term is applied to a disbursement of any kind on a running account, not being the financial payment. It includes an "Advance payment". A "Secured Advance" and "On Account payment" (other than final payment on a running account) or a combination these.

14. "MAJOR HEAD OF ACCOUNT"

This term means the main unit of classification of revenue and expenditure in Authority's account.

15. "MARKET RATE"

This term, when used in respect of an article borne on the stock account of a division indicates the cost per unit at which the article, or an article of similar description, can be procured at a given time at the stores godown from the public market suitable to the Division for obtaining a supply thereof.

16. "MINOR HEAD OF ACCOUNT"

This term denotes the division or sub-division into which a major head of account, is, for the purpose of financial control, divided.

17. "ON ACCOUNT PAYMENT /PAYMENT ON ACCOUNT"

This term denotes a payment made on a running account to a contractor in respect of works done or supplies made and duly measured. Such a payment may or may not be for the full value of work or supplies, if it is an intermediate payment, it is subject to final settlement of the running account on completion of the contract for the work or supplies.

18. "ORIGINAL WORKS OR REPAIRS"

Subject to any general or special orders issued by the Authority the following principles shall be observed in classifying the expenditure between "Original Works" and "Repairs".

(a) "Original Works" comprise all new construction, whether of entirely new work or of additions and alternations to existing works, except as hereinafter provided, also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.

www.allpdfstuff.blogspot.com

(b) "Repairs" include primarily operations undertaken to maintain in proper condition building and works in ordinary use and also new works in circumstances indicated in clause (c).

(c) When a portion of an existing structure or other work, not being a road, bridge, causeway, embankment, ferry approach

or protective training work in connection with a road, is to be replaced or remodeled (whether or not the change involves any dismantlement) and the cost of the change represents, a genuine increase in the value of the property, the work of replacement or remodeling may be classified as "original work" and the cost (which should be estimated if not known) of the portion replaced or remodeled being credited to the estimates for "original work" and debited to "repairs". In all other cases the whole cost of the new works shall be debited to "repairs".

- (d) When an existing portion of a road, bridge, causeway, embankment, ferry approach or protective training work in connection with a road, is to be replaced or remodeled (whether or not the change involves any dismantlement) and the change represents genuine increase in the value of the property, the whole cost of replacement or remodeling as the case may be, shall be classified as "new work" and the cost or value of the portion replaced or remodeled should not be debited to "repairs".
- (e) In addition to all repairs and renewals in material similar to that pre-existing the following items of roadwork shall be classed as "repairs".
 - (I) Ordinary repairs and maintenance including surface painting and the necessary addition of stone chips, gravel or sand, but not including asphalatic concrete, premix asphalat macadam, bitumen grout, bitumen semigrout, maxin-place, cement concrete, or cement macadam.
 - (II) Special repairs and periodical renewals; and

(III) Petty and miscellaneous items of work in any material which are classed ordinarily as "new works", provided that the works in question do not in the opinion of the competent Authority form part of any comprehensive scheme or project covered by a work estimate.

19. "PRIMARY UNIT OF APPROPRIATION"

This term is applied to a portion of the supply under each Minor Head, which is allotted to prescribed sub-division of the Head as representing one of the primary objects of supply.

20. "RE-APPROPRIATION"

This term means the transfer of funds from one unit of appropriation to another such unit.

21. "REVENUE OF WAPDA "

This term is applied to sum received by the Authority in accordance with the provision of Wapda Act. 1958.

22. "REVISED ESTIMATE" OR "REVISED ANNUAL FINANCIAL STATEMENT"

This term is applied to an estimate of probable receipts or disbursements for a financial year framed in the course of the year with reference to the transaction already recorded.

23. "RUNNING ACCOUNT"

This term is applied to the account with contractor when payment for work or supplies is made to him at convenient intervals subject to final settlement of his contract.

24. "SECONDARY UNIT OF APPROPRIATION"

This term is applied to division or sub-division into which a primary unit of appropriation is, for the purpose of financial control, divided.

25. "SECURED ADVANCE"

This term is applied specifically to an advance made, on the security of materials brought to site of work, to a contractor whose contract is for the completed items of work.

26. "SUB-HEAD"

In the accounts of works and in works estimates this term is used to describe the sub-division into which the total cost of a work (or its sub-works if it is a large work) is, for purpose of financial control and statistical

- convenience, divided. The several descriptions of work that have to be executed in the course of constructions or maintenance or a work or sub-work e.g. excavation, brick-work, concrete, wood-work, etc. are treated as the sub-heads of it.
27. "SUB-MAJOR HEAD"
- This term denotes an intermediate head of account introduced between a major head and the minor head under it, when the minor head are numerous and can conveniently be grouped together under such intermediate heads.
28. "SUPPLEMENTARY STATEMENT OF EXPENDITURE"
- This term is applied to the statement to be laid before the Authority showing the estimate amount of expenditure to be incurred over and above the expenditure authorized for the current financial year.
29. "SUPPLIMENTARY GRANT"
- This term is applied to a grant approved by the Authority on a supplementary statement of expenditure presented to it within the current financial year.
30. "TECHNICAL SANCTION"
- This name is given to the order of a competent Authority sanctioning a properly detailed estimate of cost of a work of construction or repair proposed to be carried out departmentally. Such orders can only be passed by officers of the Authority to whom such powers are delegated by the Authority. Sanction accorded to the department is regarded merely as an administrative approval of the work.
31. "UNIT OF APPROPRIATION"
- This means the lowest division or sub-division into which a sub-head of account is, for the purpose of financial control, divided.
32. "VALUE"
- This term when used in connection with the sale of stock material or their issue to works includes storage charges.
33. "WORKS"
- This term when, - by itself used in a comprehensive sense, applied not only to works of construction or repair, but also to

other individual objects of expenditure connected with supply, repair and carriage of tools and plants, the supply or manufacture of other stores, or the operations of a workshop.

34. "WORKS IN PROGRESS"

This term is applied to works for which grant was received in a particular year but were in progress during the following year.

35. "WORKCHARGED ESTABLISHMENT"

1) This term will include such establishment as is employed upon the actual execution as distinct from the general provision, of a specific work or of sub-works of a specific project or upon the subordinate supervision of departmental labor, stores and machinery in connection with such a work or sub-work provided that an exception to the above, mistries and mates employed in interest of the Authority on the technical supervision of contractors work, and khalasis attached to subordinate for assisting them on works, will be treated as workcharged establishment when employees borne on the temporary establishment are employed on work of this nature, their pay should for the time being, be charged direct to the work.

2) WORKCHARGED

Works establishment does not include clerks, draftsman subordinate or extra establishment of any kind for the Divisional or Sub-Divisional offices, such being properly chargeable to Temporary Establishment, but where Dak Runners or employed solely for a particular work of a temporary nature, for a period not exceeding 6 months, they may be treated as Workcharged establishment.

3. Chief Engineer and Superintending Engineers are empowered to classify as "Workcharged" or "Temporary" those classes of establishment about whose correct definitions there is a doubt, subject to the concurrence of the Audit officers and to the provision that general principle for

entertainment of such establishment are not infringed.

4. Chief Engineers and Superintending Engineers are authorized to waive the rule, which requires that workcharged establishment, must be employed on a specific work and to determine, in such cases, the proportion in which the cost of such establishment shall be allocated between the works concerned.

Note. As an exception to the general rule, the cost of Khalsis attached to subordinates may be charged to annual maintenance and repairs or others estimates in which provision for it has been made with the sanction of the Superintending Engineer or the Chief Engineer, as the case may be.

5. The cost of workcharged establishment must be shown as a separate sub-head of the estimate for a work.

6. All pay bills for workcharged establishment shall be preaudited by the Divisional Accountant and approved by the Divisional Officer before payment. Before the pay of a member of the workcharged establishment whose services has been dispensed with, is settled up, the Sub divisional Officer should invariably ascertain from the Divisional Officer if there are any outstanding dues against the man.

7. Member of the workcharged establishment other than Road Inspectors who are engaged on the footing of monthly servants will be subject to discharged at 10 days notice except in the case of serious misconduct or gross in-efficiency (when no notice will be given), or for such payment of pay for 10 days or for such period up to this extent may be due to them in lieu of notice. Should they desire to resign, they will be required to given

10 days notice or forfeit pay for this period up to this extent, as may be due to them, in lieu of notice.

Note: Other rules of workcharged establishment as may be already existing in the Government codes or as may be introduced from time to time will be applicable to the workcharged establishment of various formations of the Authority except where there is specific exemption in any case.